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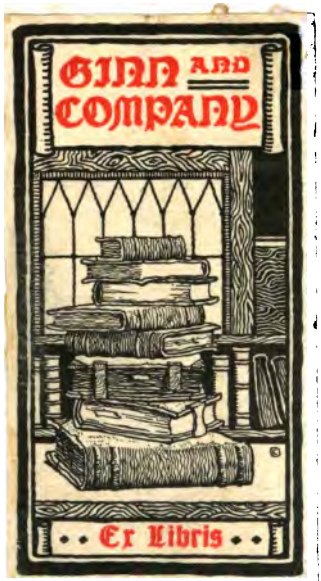
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THE AMERICAN SYSTEM OF SHORTHAND.

THE

Manual of Phonography.

BY

BENN PITMAN AND JEROME B. HOWARD.

FOUR HUNDRED AND FIFTY THOUSAND.

CINCINNATI:
THE PHONOGRAPHIC INSTITUTE COMPANY.
1903.

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PREFACE.

This work is a presentation of the system of phonetic shorthand, the elementary parts of which were originally invented by Isaac Pitman, of Bath, England, in 1837; which was modified, improved, and named "Phonography" by him, in 1840; and which, developed and perfected through the suggestions, experiments, and tests of a multitude of practical writers in England and America, reached, substantially, its present form in the later fifties.

The first edition of this Manual, written by Benn Pitman (brother of the inventor of phonography) in 1855, appeared in no fewer than five distinct issues before 1860, when the work was first revised. Numerous issues followed up to 1885, in which year it was again revised in collaboration by Benn Pitman and Jerome B. Howard, by whom the present revised and improved edition is also prepared. But slight additions have been made to the *matériel* of the system in the course of these several revisions; neither has the plan of presentation been essentially changed, it being felt that any marked alteration of method would be accompanied by a diminution of that clearness and simplicity for which the book has been so long conspicuous among shorthand text-books and which have made it so eminently successful for both self and class instruction. The chief advances in the present revision consist in a somewhat modified and improved order of presenting the several appendages, in the earlier introduction of logograms, with suitable exercises, and in the addition of a new and copious set of dictation exercises.

It is natural, considering the astonishing spread of phonography of late years, that many variations upon the recognized system should be published and to a limited extent adopted. The authors of this work have felt, however, after careful examination and test of many hundreds of supposed improvements, that they were, for the most part, the expression of mere individual taste or caprice. Those slight changes and improvements adopted in the present revised edition are

believed to be such as are of real importance. They have all stood the test of some years of actual practise and have received the general approval of reporters and phoneticians.

It is natural, too, that many conscientious teachers, zealous to help their students over the road to phonographic proficiency in the shortest possible time, should have worked out what they believe to be improved modes of presenting the system, and we have, therefore, had offered to us a remarkable variety of "short-cut" methods purporting to teach "the reporting style from the beginning." The essential fallacy which underlies these endeavors to impart a working knowledge of the abbreviated form of phonography before giving the student a rational understanding of the system in its broad, elementary aspect, has been generally recognized by enlightened teachers. Continued experience amply demonstrates that in phonography, as in some other things, "the longest way 'round is the shortest way home." Sound reporting habits can not be developed by methods of instruction which neglect thorough training in the elementary parts of the system. The "corresponding style," too often despised for its own sake, is found, after all, to be the safest and shortest road by which the learner may reach the coveted skill of the amanuensis or reporter.

It will be perceived from the foregoing that the present work is the oldest as well as the newest shorthand instruction-book now in print in this country. It has been for over forty years the standard textbook of phonography in America, while the form of phonography it presents, and which through it has come to be often called "the Benn Pitman system," is written by a very large majority of American phonographers. This fact received signal recognition when the following words were printed in the report of the United States Commissioner of Education for the year 1887–88: "To supply the increasing demand for stenographers, schools of shorthand and typewriting have been established in various parts of the country, and, with few exceptions, all business colleges now have a 'department of shorthand.' A number of systems are taught but *that of Benn Pitman is more generally used than any other in this country, and may be called the American System.*"

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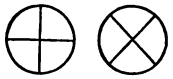
MANUAL OF PHONOGRAPHY.

INTRODUCTION.

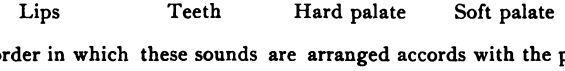
1. **Sound-Writing.**—Phonography is the art of writing according to sound. This is done by means of signs which represent the sounds of speech. A scientific system of phonetic writing must give to each elementary sound of the language a separate and distinct sign, which sign shall under all circumstances represent its own proper sound and it only. This phonography does, and as the signs are of the shortest and most easily-formed kind, phonography is, as a matter of necessity, a brief and practical system of shorthand.

2. **Deficiencies of the Roman Alphabet.**—The ordinary longhand script is utterly inadequate for the purpose of rapid writing. Not only is the outline of the letters needlessly long and complicated, but the letters are not sufficient in number to represent the English language phonetically. With only twenty-six letters (of which three are practically useless) we are required to write a language which contains more than forty elementary sounds. Some of these elements must under such circumstances be represented by the clumsy expedient of combining two or more letters to represent a single sound. Thus, there is no single letter to stand for the first sound in the word *thy*, nor one for that which ends the word *sing*. But the worst feature of our ordinary orthography is that no single sound is represented uniformly by any one sign or combination of signs. Thus, although the same sound begins the words *fall* and *phrase*, this sound is represented in one case by *f* and in the other by *ph*; the vowel sound heard in the words *ape*, *aim*, *veil*, *day*, *grey*, *sleigh*, though one and the same in all, is variously represented by *a*, *ai*, *ei*, *ay*, *ey*, *eigh*. Irregularities of this kind abound to such an extent in the ordinary representation of English as to make "orthography" a distinct branch of education, to acquire a tolerable mastery of which several years of school life must be given.

3. The Phonetic Alphabet.—In phonography the simple plan is adopted of spelling each word exactly according to its sounds. Every sound has its own sign which is used for it and for no other sound. The consonants are represented by lines—straight and curved—while the vowels are written by small signs—dots and dashes—placed beside the consonant signs. From the nature of the phonographic system, the consonants must be considered first. The term "consonant" is here used as meaning any sound which is not a vowel. For a scientific classification of the sounds of the English language see Appendix A.

4. Consonants.—The strokes which are used in phonography to represent the consonants are derived from the following geometrical diagrams  It will be seen that the circumference of the circle is divided into four equal parts, first, by a horizontal and a vertical line, and second, by lines slanting to the right and to the left midway between the horizontal and vertical lines. This gives in all four straight lines and eight curves, clearly distinguished from each other by form or direction. If these twelve strokes be made both light and heavy we have a total of twenty-four strokes suitable for the representation of the consonants.

5. Explodents.—Those consonants which are abrupt and explosive in their nature are called explodents and they are uniformly represented by the straight lines, as follows:



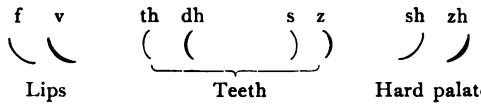
The order in which these sounds are arranged accords with the position of the articulating organs by which they are obstructed, beginning with the lips, the most external, and proceeding in regular order back to the soft palate, the most internal.

6. Shade.—It will be seen that advantage is taken of the relationship existing between the whispered and voiced consonants to represent the whispered member of each pair by a light sign and the voiced sound by the same sign thickened. Similar sounds are thus represented by similar signs. The mind perceives and the hand feels the

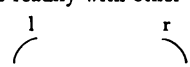
consistency of making a thin stroke for a light sound and a heavier stroke for its deeper and louder mate.

7. **Continuants.**—The continuants, as their name implies, are sounds capable of an indefinite degree of prolongation. They are uniformly represented by curved lines. The continuants are divided into three classes called, according to the nature of their articulation, fricatives, liquids, and nasals.

8. **Fricatives.**—The fricatives are those continuants which are produced by means of a friction or rustling of the breath upon the organs of articulation through a much contracted, though not quite closed, opening. Like the explodents, they exist uniformly in pairs, and the distinction between the whispered and voiced members of each pair is maintained by making the strokes light and heavy. They are



9. **Liquids.**—The liquids are less closely obstructed than the fricatives, and take their name from the fact that their flowing nature enables them to combine readily with other consonants. They are



10. **Nasals.**—Nasals are obstructed in such a manner as to force the expired breath through the nose. They are all represented by horizontal curves, thus:



11. **Coalescents.**—All the obstructed sounds of the language are thus provided with signs. It is necessary, however, for practical convenience, to provide strokes for the representation of *w* and *y*, sounds which hold a middle position between consonants and vowels. These sounds occur only immediately preceding a vowel with which they intimately combine, and they are therefore termed coalescents. They are written in phonography



12. **Aspirate.**—Practical convenience demands that the unobstructed whisper, or aspirate, *h*, shall also be given a stroke sign,

h 

13. **Supplementary Strokes.**—Besides the foregoing signs, we have  as an additional stroke for *r* (the sign being more slanting than that for *ch*), and the stroke  which is not needed for the representation of any elementary sound and which is usefully employed to write the frequent combination *mp*, and rarely *mb*.

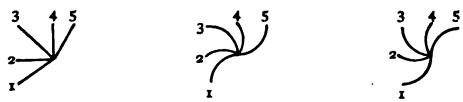
14. **Tabulation.**—The table on the following page shows the consonant signs divided into groups according to the classes of sounds represented. In the second column a name is provided for each consonant for convenience in speaking of it. It must, however, be clearly understood that, although the name of  is "pe," its value in writing words is simply the whispered sound heard at the beginning of the word *post* or at the end of the word *rope*, as shown in the third column. It will be observed that the sound does not begin or end any true English word. It is heard, however, medially in many words like pleasure, treasure, vision, etc. In the last column are given the letters which most frequently represent the consonants in ordinary spelling. "Dh" is used to indicate the voiced sound heard at the beginning of *thy*, as the ordinary spelling does not employ a distinctive sign or even a distinctive combination of signs to represent this sound. The letters in this column are printed in accordance with the scheme of typic notation shown in Appendix B.

CONSONANTS,
their Signs, Names and Powers.

PHONOGRAPH.	NAME.	EXAMPLE OF ITS POWER. *Initial.*	*Final.*	LETTER.
Explodents	pe	*p*ost	ro*p*e	P
	be	*b*oast	ro*b*e	B
	te	*t*eem	fa*t*e	T
	de	*d*eem	fa*d*e	D
	chay	*ch*est	et*ch*	Ch
	jay	*j*est	ed*g*e	J
	kay	*c*ane	loc*k*	K
	gay	*g*ain	lo*g*	G
Continuants — *Fricatives*	ef	*f*ear	sa*f*e	F
	ve	*v*eer	sa*v*e	V
	ith	*th*igh	wrea*th*	Th
	the	*th*y	wrea*th*e	Dh
	ess	*s*eal	hi*ss*	S
	ze	*z*eal	hi*s*	Z
	ish	*sh*ure	la*sh*	Sh
	zhe	*j*our (Fr.)	rou*g*e	Zh
Liquids	lay	*l*ull	fa*ll*	*L*
	ar	*r*oar	fo*r*	R
Nasals	em	*m*et	see*m*	M
	en	*n*et	see*n*	N
	ing	....	si*ng*	Ng
Coalescents	way	*w*et	....	W
	yea	*y*et	....	Y
Aspirate	hay	*h*and	....	*H*
Supplementary Strokes	ray	*r*oar	fo*r*	*R*
	emp	....	ca*mp*	M^{p}_{b}

CONSONANTS.

15. Direction of Strokes.—Of the consonants on the opposite page every straight line is written in the direction of one of the lines in the first of the following diagrams, in which the lines are so drawn as to *end* at a common point. Number 2 is horizontal, number 4 vertical, and number 3 just midway between them. Number 1 slopes at an angle of 30 degrees, and number 5 at an angle of 60 degrees, from the horizontal base-line upon which phonography is always supposed to be written. The curves are written in the directions shown in the other two diagrams. In both, lines 2 and 4 are horizontal and vertical, respectively, and all remaining lines exactly half way between.



16. Direction of Writing.—All horizontal strokes are written from left to right. All vertical and slanting strokes from top to bottom with the following exceptions:  and  are invariably written up;  and  may be written either up or down.

17. The Base-Line.—Upright and slanting phonographic characters are so written as to rest upon a horizontal base-line; that is, the lowest point of each should exactly touch the line. Horizontal straight strokes should exactly coincide with the base-line, while horizontal curves should be written in such a manner that the base-line will form the chord of the arc formed by the stroke itself, thus 

18 Size of Strokes.—The strokes should not at first be made smaller than on the following page. This size is the one most likely to insure to the learner accuracy and neatness in writing. When all the exercises in this book have been carefully practised, the size of | may with advantage be reduced to one-eighth of an inch.

19. Shade.—The heavy curves should not be made heavy throughout, but merely in the middle, tapering toward each end. Let the distinction between light and heavy strokes be made by writing the light strokes very light, not by making the heavy strokes very heavy.

20. Method of Practise.—The opposite page, as well as all the shorthand exercises that follow, should be first read (each stroke as it is named being traced with a dry pen), and afterwards written in the copy-book (see "Directions to the Student," page 109), each letter being pronounced aloud as it is written. Rewrite as often as necessary in order to produce absolutely accurate outlines.

Exercise on the Consonants.

P B

T D

Ch J

K G

F V

Th Dh

S Z

Sh Zh

L

R

M

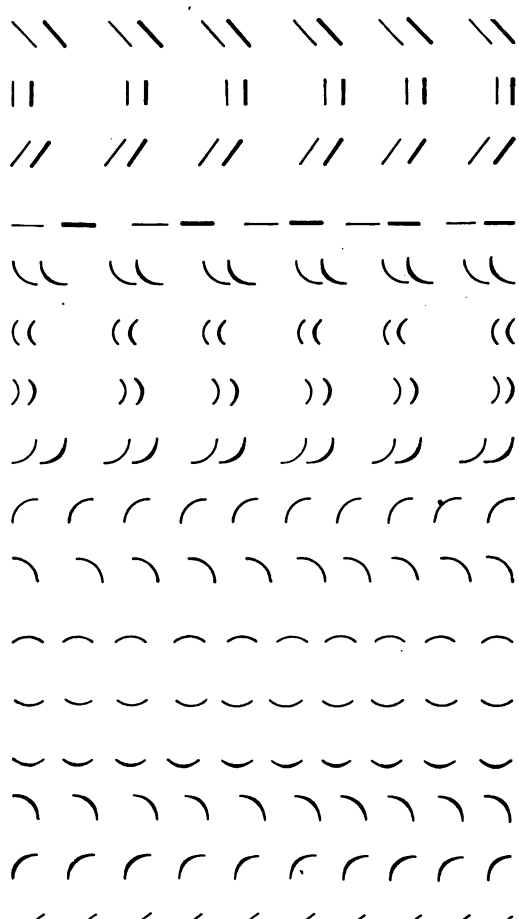
N

Ng

W

Y

H



CONSONANTS.—Continued.

21. Combinations of Consonants.—All the consonants of a combination or word must be written without lifting the pen, the second stroke beginning where the first ends, the third beginning at the end of the second, etc. See lines 1 to 3.

22. Strokes of Variable Direction.—When consonants are joined to each other they should be written in the same direction as when standing alone, except ⌒ *sh*, which when standing alone is written down, but when joined to another stroke may be written either up or down; and ⌒ *l*, which when standing alone is written up, but when joined to another stroke may be written either up or down. Upward ⌒ is named *shay* and downward ⌒ *ish*; upward ⌒ is named *lay* and downward ⌒ *el*.

23. The Base-Line.—All phonographic outlines are written with reference to a base-line, either imaginary or, what is much to be preferred, actually ruled on the paper. Various kinds of combinations are written with regard to the line as follows:

a. Combinations of horizontal letters should rest upon the line. See line 4.

b. Combinations containing but one descending or ascending stroke rest on the line. See lines 5 to 10.

c. In combinations where a horizontal stroke is followed by a descending one the first stroke should be written sufficiently high to allow the second to rest upon the line. See line 11.

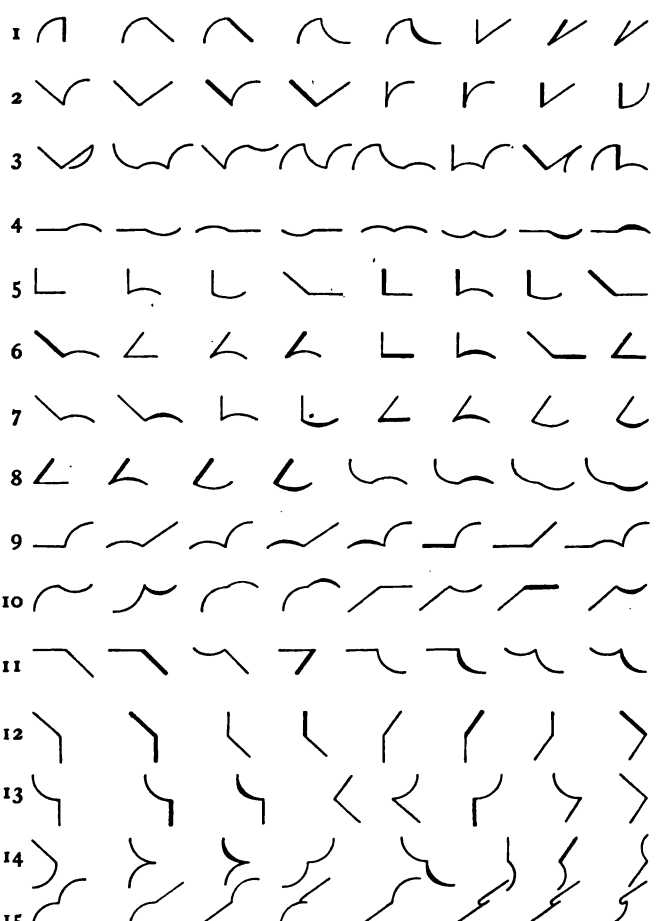
d. When two descending strokes are combined, as in lines 12 to 14, the first should be written down to the line and the second below it.

e. When two ascending strokes are combined the first begins upon the line. See line 15.

24. Checks.—In every case there is a distinct angle between the consonants as combined on the opposite page. These angles should be clearly formed in writing and there should be a slight pause or check of the hand at each angle, so that the momentum of the hand acquired in writing the preceding stroke shall not produce any distortion in the form of the stroke which follows.

See directions to the student, page 109, and writing exercises page 112.

Exercise on Joined Consonants.—With Angles.



CONSONANTS.—Concluded.

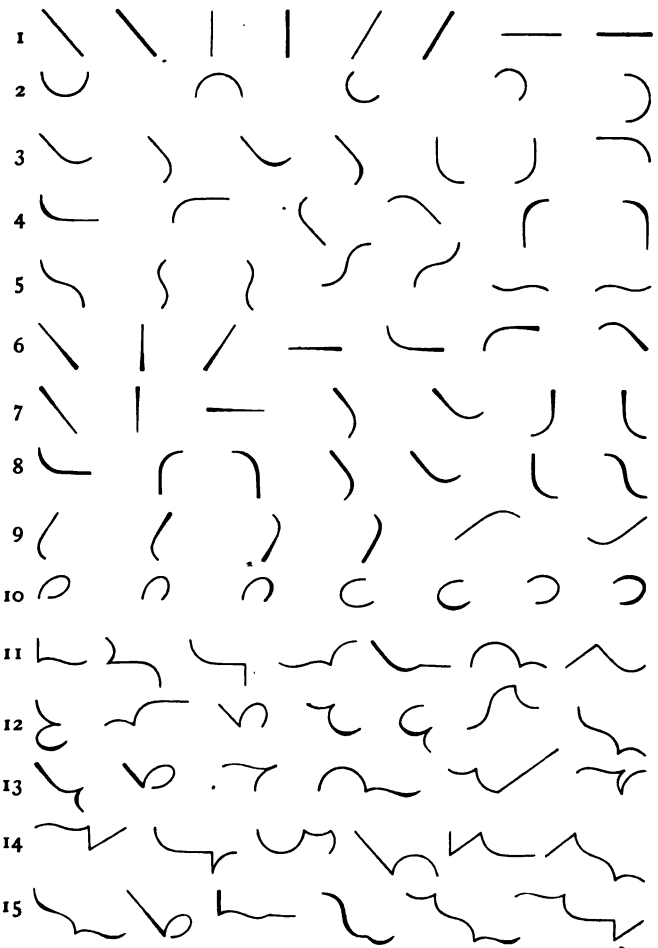
25. Continuous Joinings.—When there is no angle between two adjacent strokes in a combination, there should be no check or pause of the hand between them and the movement should be smooth and continuous from the beginning of the first stroke to the end of the second. Such joinings are of various kinds according to the relation of the strokes to each other: *a.* Straight strokes doubled (see line 1); *b.* Adjacent quadrants (see line 2); *c.* Tangent joinings of (1) straight strokes with curves (see lines 3 and 4) and (2) opposite curves (see line 5).

26. Modified Shadings.—When heavy strokes are joined without angles they often lose or gain shading at some part of their length. *a.* When a heavy straight stroke is joined to a light stroke it is written wedge-shaped so that there shall be no shade at the point of joining. See lines 6 and 7. *b.* When a heavy curve joins a heavy stroke it is made heavy throughout the entire half which lies next to the joining. See line 8.

27. Slurs.—Certain joinings of / and / with the curves (( )), and of / with ◡ ◡ ⌒ ⌒ strictly require a slight angle at the point of joining. In practise, however, this angle is ignored and the two strokes are written with continuous motion. See line 9. In like manner the joinings of *l* and *sh* with (( )) ⌒ ⌒ ◡ ◡ and with each other are written with continuous motion, eliminating the angle which strictly belongs at the point of joining. See line 10. These modified joinings are called slurs.

28. Utility of Continuous Joinings.—The joinings on the opposite page are usually somewhat difficult for beginners to form. When, however, they have been completely mastered, they impart exceeding grace and fleetness to the movement of the hand, and the outlines in which they occur are among the most rapidly-formed in phonography. They should therefore be carefully practised; but the learner should not try to write them rapidly at first. Extreme care should be taken to get correct proportions. Speed and ease in writing them will come if the outlines are slowly and carefully written many times. This is indeed true of *all* phonographic outlines, but especially so of those written with continuous motion.

Exercise on Joined Consonants.—Without Angles.



LONG VOWELS.

29. The Vowel Scale.—The alphabet of a language professedly contains a letter for every sound heard in the distinct utterance of that language. The Roman alphabet does not, as has been shown, provide a sufficient number of letters to represent the obstructed sounds, or consonants, of the English language; it is still more deficient in providing representative signs for the unobstructed voiced sounds, or vowels, of the language. In phonography the *a-e-i-o-u* scale is therefore abandoned, and one more philosophic and complete adopted in its stead.

30. The Long Vowels.—Provision is first made for the six primary or long vowels of the language, as heard in the following words:

eel aim alms all old ooze

31. Long Vowel Signs.—The first three sounds are represented by a dot placed respectively at the beginning, middle, and end of a consonant; the last three by a short stroke or dash similarly placed. These dots and dashes are written close to, but should not touch, the stroke consonant to which they are placed; thus,



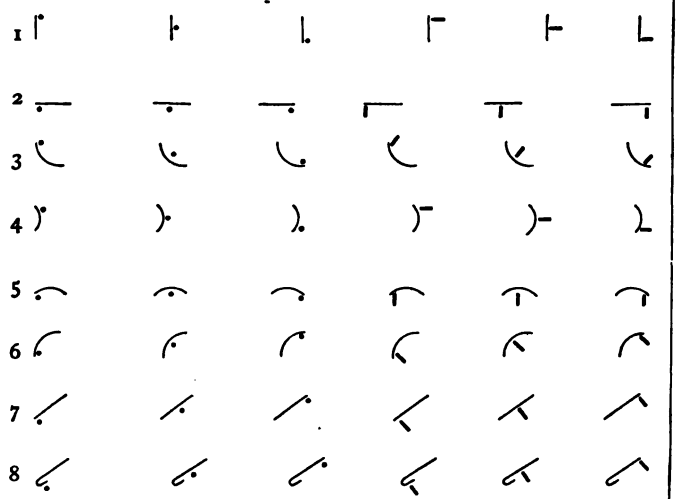
ē ā ah aw ō ōō

The upright line (the sign for *t*) to which the vowel-signs are here written, is used merely to indicate the places of the vowels, at the beginning, middle, and end of the consonant. These signs may be conveniently designated as first-place, second-place, and third-place vowels.

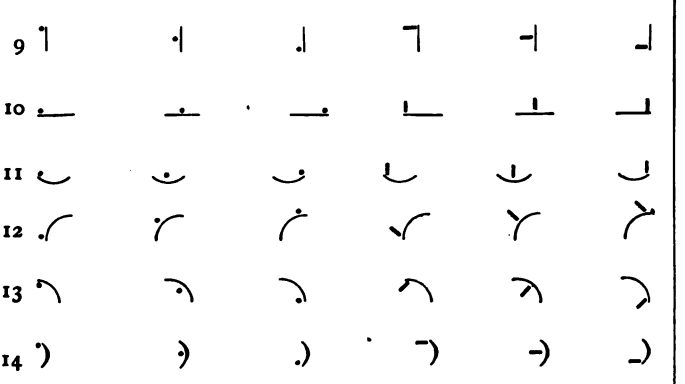
32. Direction of Dashes.—The dashes have the same relative direction to all strokes; that is, they are placed at right angles to the stroke no matter what its direction may be. When written to curves, dashes are always at right angles to the imaginary line which joins the beginning and end of the curve; thus, 

33. Order of Reading.—A vowel-sign, when written on the left side of an upright or sloping stroke, is read before the stroke to which it is placed; when written on the right side, it is read after the stroke to which it is placed. When a vowel-sign is written to a horizontal character, it is read before when placed above, and after when placed below the stroke.

Exercise on Vowels Following Consonants.



Exercise on Vowels Preceding Consonants.



LONG VOWELS.—Concluded.

34. Vowel Places.—The unvarying rule for placing and reading the vowel-signs, is to reckon from the *beginning* of the stroke to which they are attached. Thus, the strokes and  being written upward, the vowel places are reckoned from the bottom, that is, from the *beginning* of the stroke.

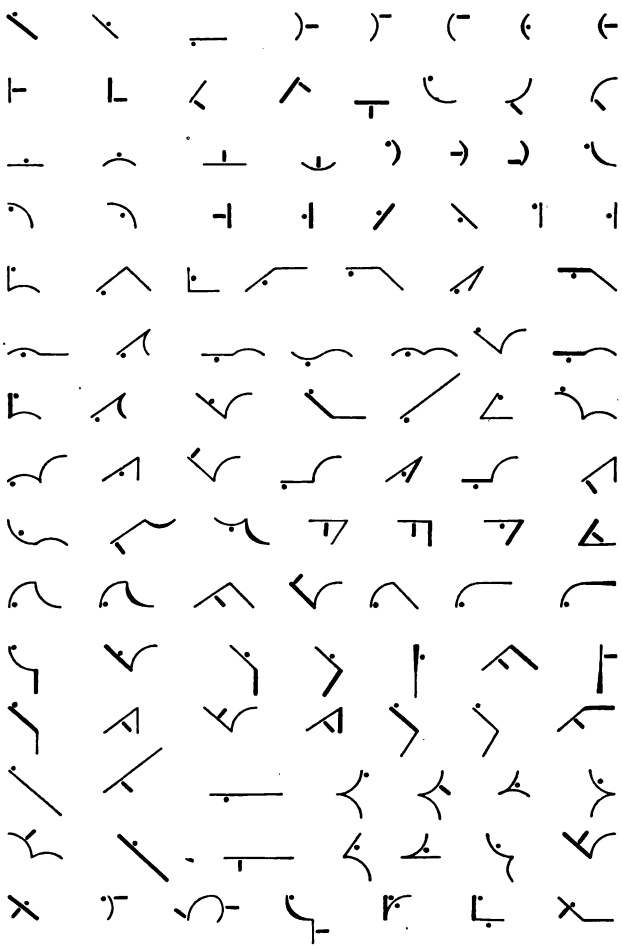
35. Names of the Vowels.—The vowels should always be pronounced as single sounds; thus, *e*, as heard at the beginning of *eel; a*, as in *ape; ah*, as at the beginning of *arm* (not as *a-aitch*); *au* as *awe* (not *a-you*); *o* as *owe; oo* as at the beginning of *ooze* (not as *double-o*).

36. Consonants Written First.—All the consonants of a word must be written without lifting the pen, and the vowel or vowels written afterward. The consonants of a word form what is termed its phonographic outline, or skeleton.

37. Phonetic Spelling.—Such are the deficiencies of the common alphabet, and the consequent unphonetic character of English orthography, that the spelling of a word can seldom be taken as a guide to its pronunciation. In writing phonographically, therefore, the student must note what are the actual sounds of which a word is composed, and then write the signs provided for the representation of those sounds. It may not at first be easy for the student to determine what are the exact sounds in any given word, but the difficulty of determining will diminish at every attempt, and the practise of noting the deliberate utterance of a word, as distinct from its usual colloquial sound, will tend to give accuracy and finish to the student's own pronunciation.

38. Method of Practise.—It is advised that before attempting to write the exercise on page 114, the student spell every word in it phonetically; that is to say, analyze each word into its phonetic elements; that is to say, determine what consonants and vowels are heard in the word, and in what order. Thus the word *take* contains but three elements—first, the consonant *t*, second, the vowel *ā* (second-place dot), and third, the consonant *k; though* has only two elements—the consonant *dh*, and the vowel *ō* (second-place dash.) This practise need not be confined to the writing exercises, and should be pursued persistently until all difficulty is entirely overcome.

Exercise on Words Containing Long Vowels.



SHORT VOWELS.

39. Short Vowel Scale.—In addition to the six long vowels, there are six short vowels used in English speech, as heard in the following words:

it ell am odd up pull

Between the short and long vowels there exists a close relationship, which results from the fact that the position of the organs of speech in pronouncing the long vowels is nearly the same as that required for the utterance of the short ones, as will be perceived on pronouncing the words,

eat ale alms awed ope pool

40. Short Vowel Signs.—The short vowels are therefore appropriately represented by dots and dashes, written in the same places as for the long vowels, but made light to indicate their briefer character. Light dots may be written with a mere touch of pen or pencil to the paper. A little pressure which causes a slight separation of the pen points will produce a heavy dot, and with a pencil the same effect is produced by giving it a very slight turn between the thumb and finger. Avoid the vicious method of making dots of any kind by drawing a small circle and "filling in."

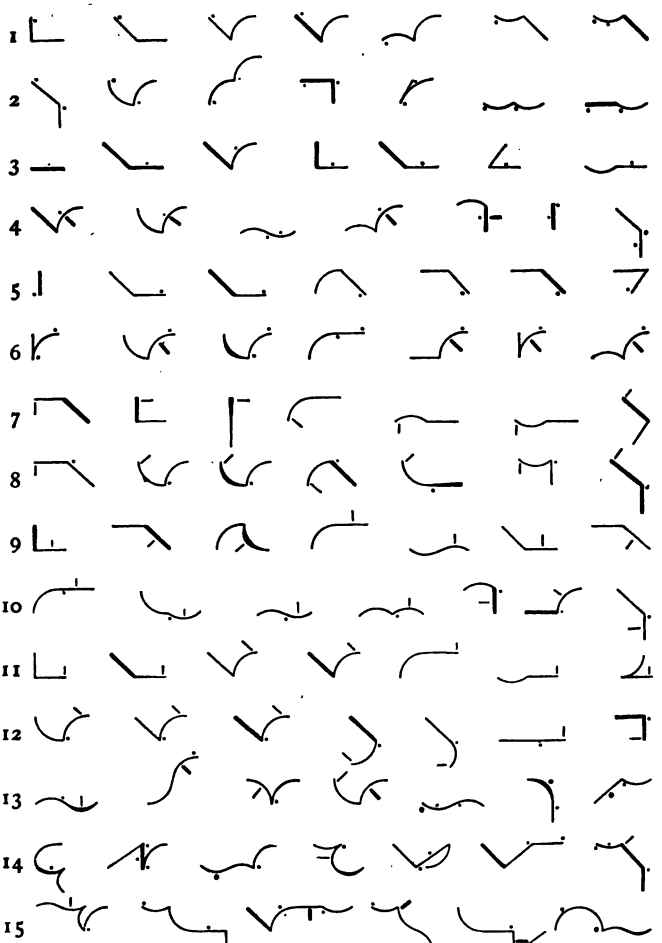
41. Vowels between Consonants.—When a vowel is to be written between two consonant strokes, it is possible to write it either after the first, or before the second stroke. If, however, a vowel falls within the apex of the angle it becomes ambiguous, since it is possible to read it as a third-place vowel after the first stroke or as a first-place vowel before the second stroke; thus  might be read either *tick* or *tack*. To avoid such ambiguity it is only necessary to observe the following rules:

a. First-place vowels are written after the first consonant.

b. Second-place vowels are written after the first consonant when they are long, and before the second when they are short. (The length of a second-place vowel is thus determined by the consonant to which it is written, if it should not be by its size.)

c. Third-place vowels are written before the second consonant.

Exercise on Short Vowels.



DIPHTHONGS.

42. Vowel Glides.—A diphthong is not a simple speech-element, but is the result of continuous voice-production during a change made in the shape of the oral cavity. A diphthong may therefore be described as a glide from the position of one vowel to that of another. There are but three diphthongs in our language, and they may be heard at the beginning of the words *isle*, *oil*, *owl*, respectively.

43. Diphthong-Signs.—As the diphthongs are compound sounds, so they are represented by compound signs: *I* is a glide from the position of  to the position of  and is written  See lines 1 to 6. *Oi* is a glide from the position of to the position of and is written See lines 7 to 9. *Ow* is a glide from the position of  to the position of  and is written  See lines 10 to 12. In writing these characters, both strokes should be formed before lifting the pen from the paper.

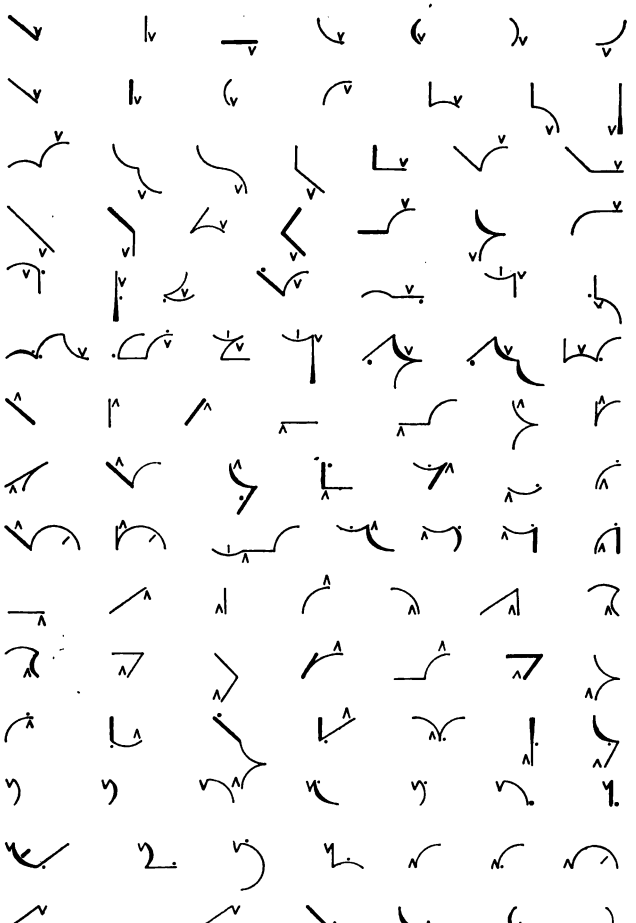
44. Places of Diphthong-Signs.—The place of a diphthong-sign is properly determined by that of the final vowel of the glide. *I* and *oi* are therefore written in the first place and *ow* in the third. However, as ∨ is represented by an absolute sign, that is, one which does not depend upon its place for its legibility, it may, for greater convenience, be written in any place. The rules given in par. 41 apply to diphthongs as well as to vowels. *Oi* is written after the first and *ow* before the second of two consonants between which they occur. *I* may be written either after the first, or before the second consonant.

45. Direction of Diphthong-Signs Invariable.—The diphthong-signs should always point exactly up and down. They never change their direction to correspond with that of the stroke to which they may happen to be written. In this respect they are unlike the dash vowel-signs. Compare par. 32.

46. Joined Diphthong-Signs.—When *i* or *oi* begins a word, and when *i* or *ow* ends a word, the diphthong-sign may be joined to the adjacent stroke without lifting the pen whenever it forms a distinct angle with it. See lines 13 to 15.

NOTE.—On account of its great frequency the word *now* may be imperfectly but conveniently vocalized by attaching only the second half of the diphthong-sign without lifting the pen; thus  *now*.

Exercise on the Diphthongs.



COALESCENTS.

47. **Two-fold Nature of the Coalescents.**—The vowels *oo* and *ee*, the two extreme members of the long-vowel scale, are, from the exceeding closeness of their formation in the mouth, of such a nature that any vowel may readily follow either of them and coalesce with it in the same syllable, forming a combination much like a diphthong. In such cases *oo* and *ee* are formed even closer than usual, and so nearly approach true obstructed sounds that they are often considered as consonants and given consonantal representation by the strokes ⟍ and ⟋ to which the vowel which follows may be written.

48. **Coalescent Vowel-Signs.**—It is convenient, however, to use vowel-signs for the coalescents in combination with the vowels, thus:

we ⟋ᶜ wa ⟋ᶜ wah ⟋ᶜ waw ⟋ᵓ wo ⟋ᵓ woo ⟋ᵓ

ye ⟋ᵕ ya ⟋ᵕ yah ⟋ᵕ yaw ⟋ᵔ yo ⟋ᵔ yoo ⟋ᵔ

These signs are shaded to indicate the coalescence of *oo* and *ee* with the long vowels, but with short vowels they are light.

49. **The Triphthong Wi.**—When *w* coalesces with ᵛ the resulting triphthong is written ⟋ᴸ

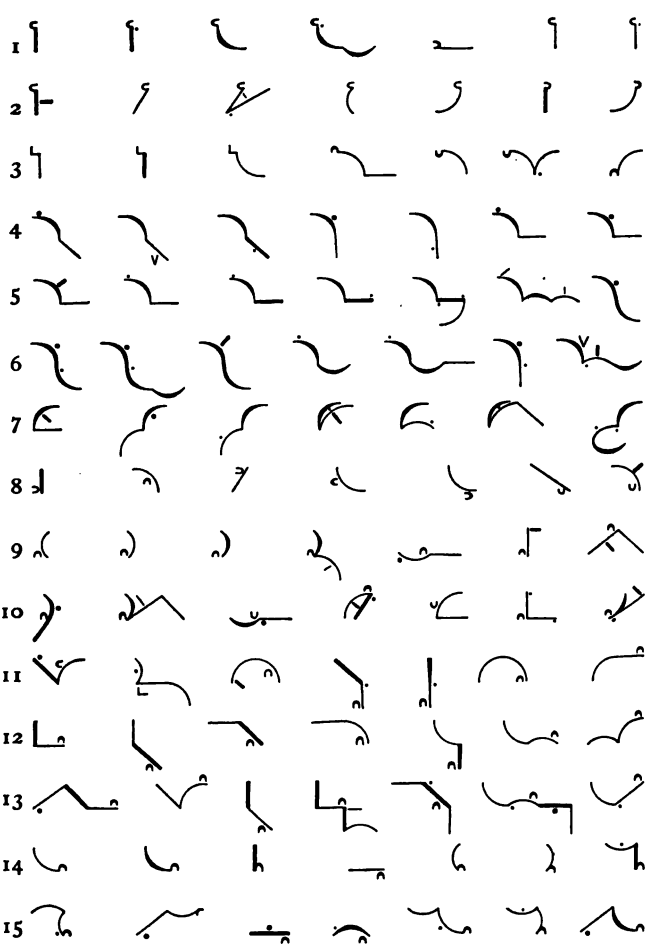
50. **Direction of Coalescent Vowel-signs Invariable.**—All these signs retain their own direction and do not vary with the stroke to which they are placed. Compare paragraphs 32 and 45.

51. **Joined Coalescent Vowel-signs.**—Like the diphthongs (see par. 46) the first-place and third-place coalescent vowel-signs may be joined to the adjacent stroke, whenever they form a distinct angle.

NOTE.—When $\bar{u}$ is joined after *n* it may be slightly slanted as in *renew*, line 15.

52. **Rules for the Strokes and Vowel-signs for W and Y.**—*a*. When a word begins with *w* or *y* (1) the vowel-sign is used if it can be joined to the following consonant without lifting the pen (see lines 1 to 3), but (2) if this cannot be done the stroke form is written (see lines 4 to 7) except in cases where its joining with the following stroke is inconvenient, and then (3) the disjoined vowel-sign is used as in lines 8 to 10. *b*. When *w* or *y* occurs medially or in coalescence with a vowel at the end of a word the vowel-sign is generally preferred. See lines 11 to 15. *c*. When a word begins with a vowel followed by *w* or *y* the stroke must be used, as ⟍ *awake*.

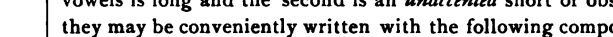
Exercise on the Coalescents.



CONCURRENT VOWELS.

53. Consecutive Vowels Written Separately.—*a.* When a word begins with two consecutive vowels the first is written further away from and the second nearer to the following stroke. See line 1. *b.* When a word ends with two consecutive vowels the first is written nearer to and the second further away from the preceding stroke. See line 2. *c.* When two consecutive vowels occur in the middle of a word the first is written to the preceding stroke and the second to the following stroke (see lines 3 to 6) unless (*d*) the angle between the two strokes is so acute as to render it impracticable to write a third-place vowel within it, in which case both vowels may be written to one of the strokes, as at the end of line 6.

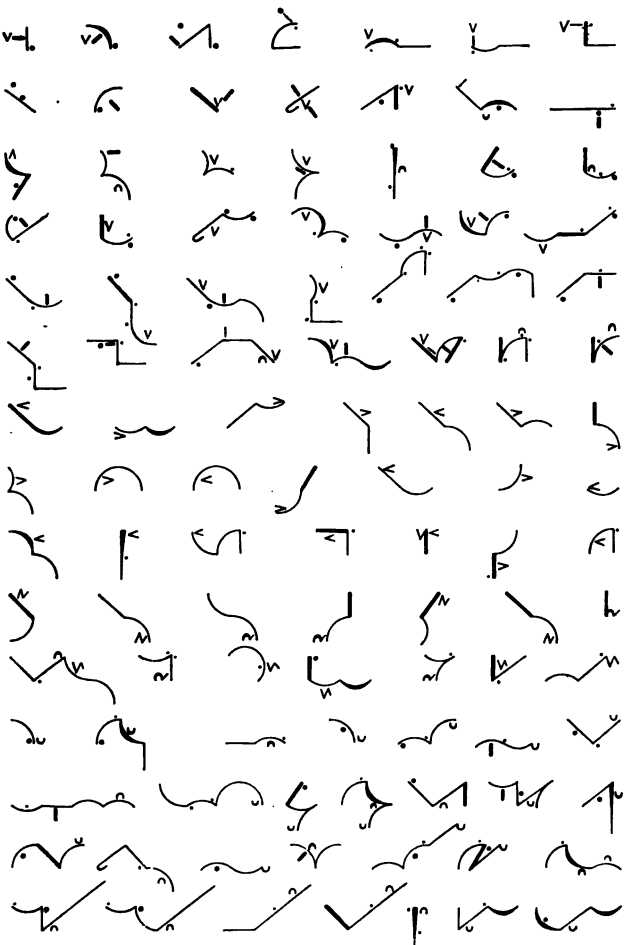
54. Dissyllabic Diphthongs.—When the first of two concurrent vowels is long and the second is an *unaccented* short or obscure vowel they may be conveniently written with the following compound signs:



in which û stands for *any* short or obscure unaccented vowel. See lines 7 to 9. A little tick may in like manner be struck at an acute angle after a diphthong or coalescent-sign to indicate a following unaccented short or obscure vowel. See lines 10 and 11.

55. Approximate Representation of Concurrent Vowels by Coalescent Vowel-Signs.—When the first of two concurrent vowels is an unaccented  or  a coalescent-sign of the *y* series may be conveniently employed to represent the two vowels. See lines 12 to 15. This indicates a pronunciation which though not strictly accurate is sufficiently so for practical purposes and is, indeed, often employed by the poets. Thus, Shakespeare uses *period* sometimes as a word of two  sometimes as one of three syllables  (See Antony and Cleopatra, act iv, for both uses).

Exercise on Concurrent Vowels.



THE ASPIRATE.

56. The Tick-h.—When *h* begins a word and is followed by *k*, *g*, *s*, *z*, *lay*, *ar*, *m*, *mp* or *w*, the aspirate is represented by a light short tick struck down invariably in the direction of *ch*. See lines 1 to 5. It will be observed that the tick is employed in every case where it forms an acute angle with the following stroke.

NOTE.—In order to produce a distinct outline the tick may be made somewhat longer before *lay* than in other cases.

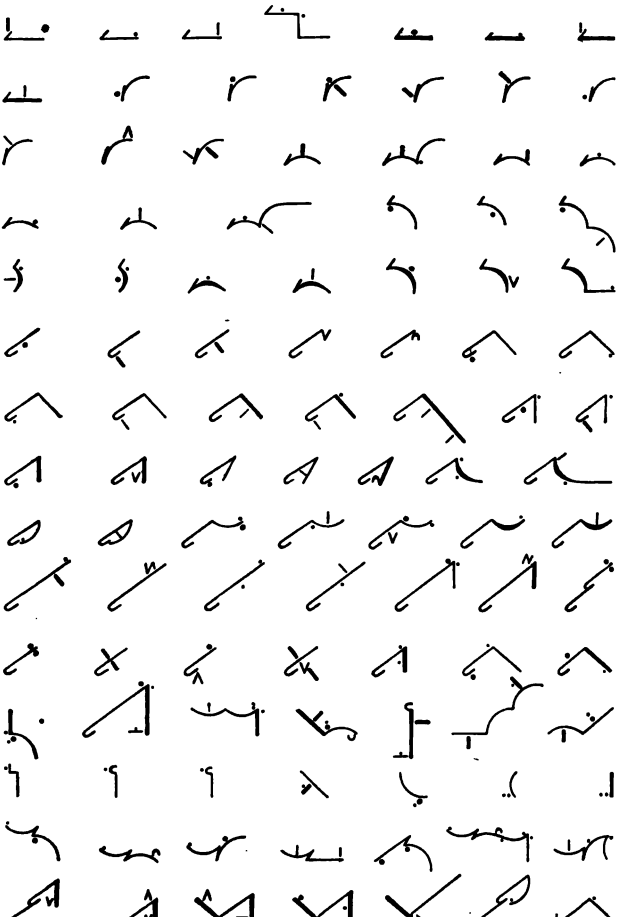
57. The Stroke-h.—When *h* begins a word and is followed by any stroke other than those mentioned in the preceding paragraph, the stroke form  should be used. See lines 6 to 10. The stroke is also employed, of necessity, when there is no other consonant in the word and when a vowel begins the word followed by *h*. See line 11.

58. The Dot-h.—*a*. When *h* is medial, that is to say, when it has one or more consonants preceding and following it, the regular form of representation is by a dot placed before the sign of the vowel which follows the aspirate, as shown in line 12. *b*. The dot aspirate is used initially before joined coalescents and in a very few other words. See line 13. When the dot aspirate is placed to a dash it should be written at its side rather than at the end. When it is placed to a dot it should be in such a position that a line connecting the two dots would be at a right angle to the stroke to which they are placed.

59. Medial H.—While the dot is the normal form for representing the medial *h*, the tick is more convenient when it forms an acute angle with both the preceding and following strokes (see line 14) and even the stroke may be employed to advantage in a few cases. See line 15. When the stroke *h* is written medially it is sometimes impossible perfectly to form the hook which in such cases must be adapted to the preceding stroke as a slight offset.

60. Wh.—The student may find some difficulty at first with such words as those at the end of line 5 until he has learned that all words beginning with *wh* in the ordinary spelling really begin with the sounds *hw*—that *why* would be much more properly spelled *hwy*.

Exercise on the Aspirate.



UPWARD AND DOWNWARD L, R AND SH.

61. Initial L.—*a.* When *l* begins a word followed by *k*, *g*, *m*, *mp* or *n*, use *lay* (see lines 1 and 2); but (*b*) should an initial vowel precede *l* followed by these strokes, use *el* (see line 3).

62. Final L.—*a.* When *l* ends a word after *f*, *v*, *ray* or two concurrent vowels, one of which is accented, use *el* (see lines 4 and 5); but (*b*) should a final vowel follow *l* thus preceded, use *lay* (see line 6). *c.* When *l* following *n* or *ng* is the last consonant in a word, use *el* whether a vowel follows or not (see line 7).

63. L in Other Cases. *a.* When *l* precedes *ng*, use *el*. See line 8. *b.* When *l* is the first or last consonant in a word in any case not covered by the foregoing rules, use *lay* unless an inconvenient outline would result from so doing, in which case *el* may be used. *c.* When *l* is medial, use either *el* or *lay* according to convenience.

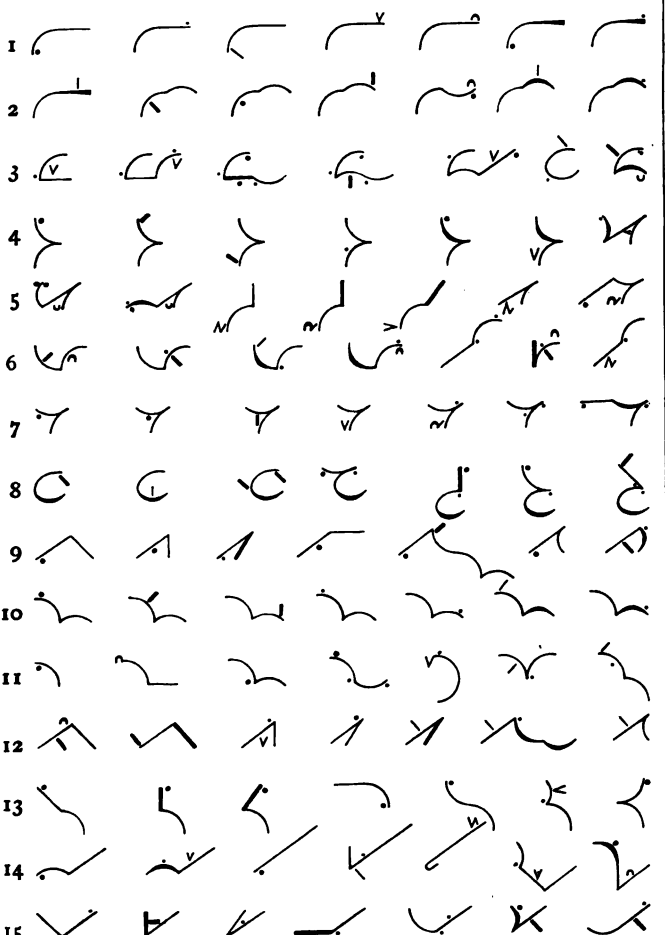
64. Initial R.—*a.* When *r* begins a word, use *ray* (see line 9), except (*b*) when followed by *m* or *mp*, in which case *ar* should be used (see line 10). *c.* When a vowel begins the word and is followed by *r*, use *ar* (see line 11) except (*d*) when the *r* is followed by a descending stroke (other than *ar* or *ish*) when *ray* should be used (see line 12).

65. Final R.—*a.* When *r* ends a word, use *ar* (see line 13) except (*b*) after *m*, *mp*, *ray*, stroke-*h*, or two descending strokes, when *ray* should be used (see line 14). *c.* When a vowel ends the word preceded by *r*, use *ray* (see line 15).

66. R in Other Cases.—*a.* When *r* is medial, *ray* is generally used, but *ar* may be used if more convenient. *b.* When *r* is the only consonant in the word, use *ar* when a vowel precedes; *ray*, when a vowel follows; and *ar* when *r* is both preceded and followed by a vowel.

67. Sh.—The choice between the upward and downward forms of *sh* is entirely determined by convenience in forming the outline; the accompanying vowels have no effect in determining the choice.

Exercise on Upward and Downward L and R.

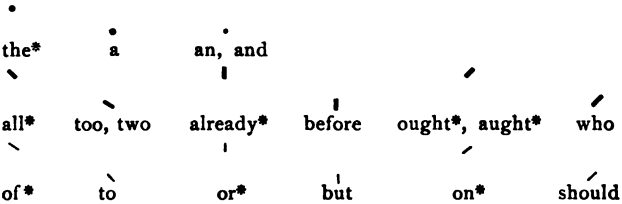


LOGOGRAMS.

68. Unequal Recurrence of Words.—It is an ascertained fact that fewer than two hundred words, through being frequently repeated, make up at least one-half the bulk of any ordinary written or spoken discourse. To write these words with their full phonographic representation would be inconvenient even in the fullest style of phonography, and impossible in the briefer form known as the "reporting style," where the object to be attained is to keep pace with the utterance of a rapid speaker.

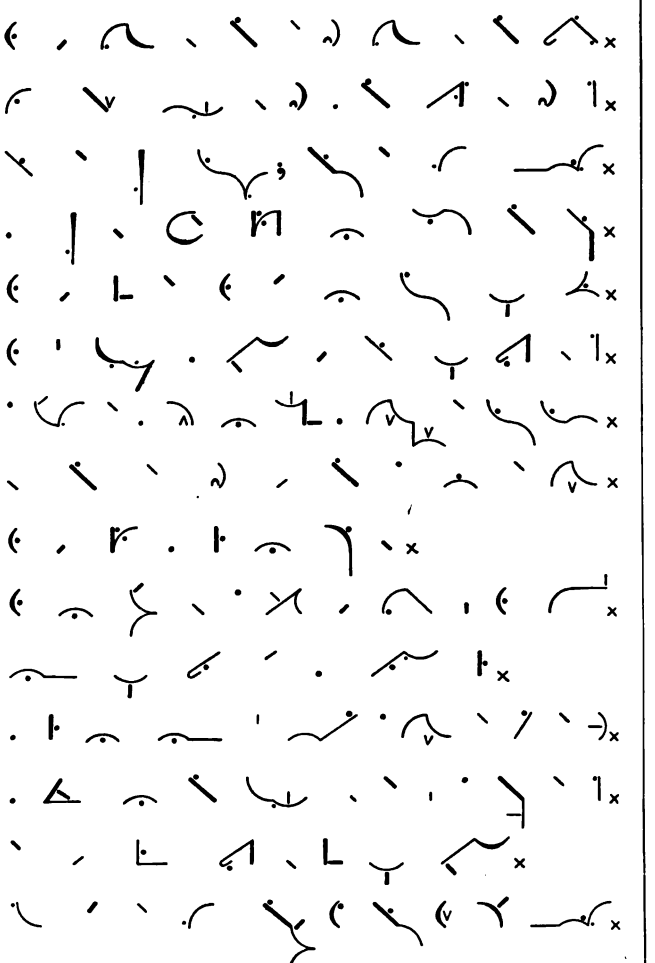
69. Logograms.—These words are, therefore, abbreviated in phonography and written for the most part, with but a single motion of the pen, and in any case with but a single sign—vowel or consonant. These signs are called logograms, and the words they represent are called grammalogues. A logogram always consists of some part of the complete representation of its grammalogue, and, in most cases, that part is chosen which is most likely to suggest the full word.

70. Vowel Logograms.—The following are the vowel logograms:



Those marked with an asterisk are written above the line, as high as the top of a stroke |. The dashes are utilized by writing them in three directions, both on and above the line. Thus each is made to do duty as six distinct logograms. The dash-logograms are all struck down except *on* and *should*, which should be written in the direction of *ray*. When the same sign stands for more than one word the words are of such a nature that their meanings do not clash, the context making perfectly clear which is intended. The student is advised to commit to memory the words in the last two lines of this list in the order in which they are given, and, while repeating them a great many times, to associate in his mind the signs with the words, remembering the changes of direction and the alternation of position.

Exercise on Vowel Logograms.



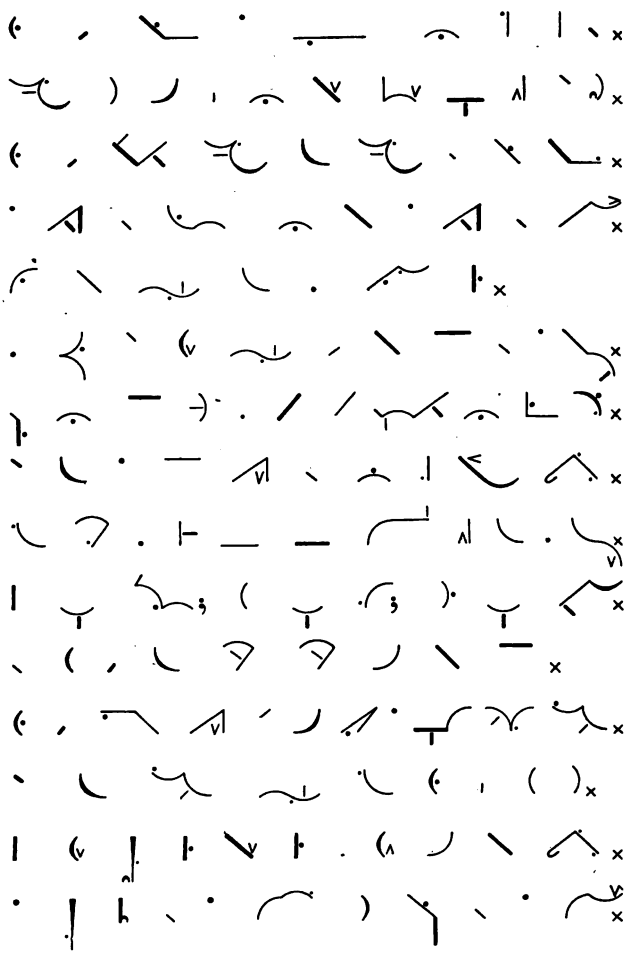
CONSONANT LOGOGRAMS.

up	common*	think
be	come	them
it	give-n*	so
do	together	was
which	for	shall-t
advantage	have	usual-ly

71. Logograms Represent Derivative Words as well as Primitives.—It will be noticed that when a logogram represents a primitive word it also frequently represents one or more of its derivatives. In printing these in the foregoing table, for the sake of compactness the termination only of the derivative word is given attached to the primitive with a hyphen. Thus, — represents both *give* and *given*. Of course, only such derivative words as will not conflict with the primitive word in meaning are represented by the sign of the primitive.

72. Position of Horizontal Logograms.—Just as the vowel logograms are written in two positions—on and above the line (see par. 70)—so also may horizontal consonant logograms be written. It will be noticed that, with few exceptions, logograms are written above the line to represent words whose accented vowels are of the first place. The distance above the line at which such vowel and horizontal consonant logograms are written is exactly the height of stroke-*t*.

Exercise on Consonant Logograms.

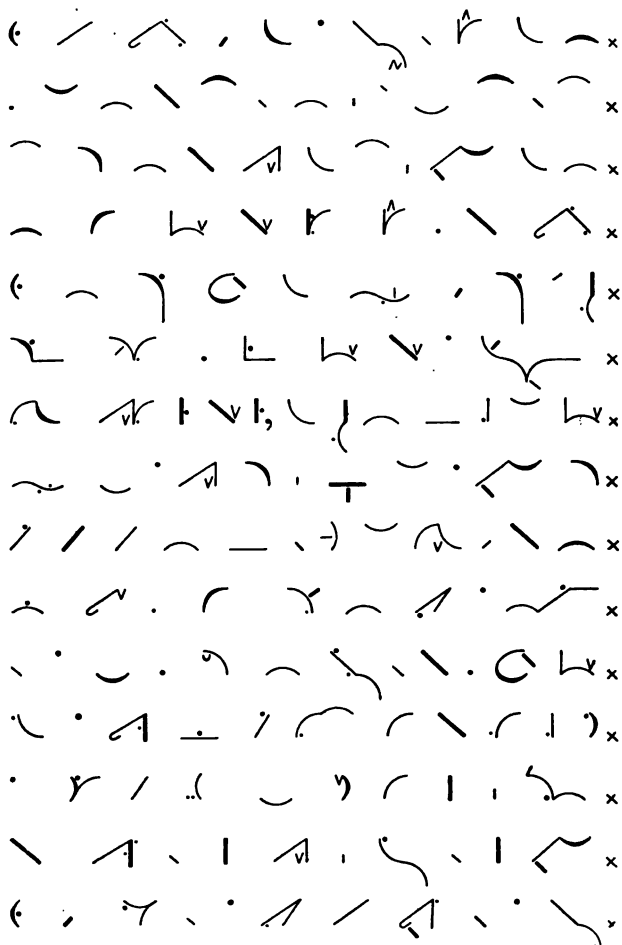


CONSONANT LOGOGRAMS.—Concluded.

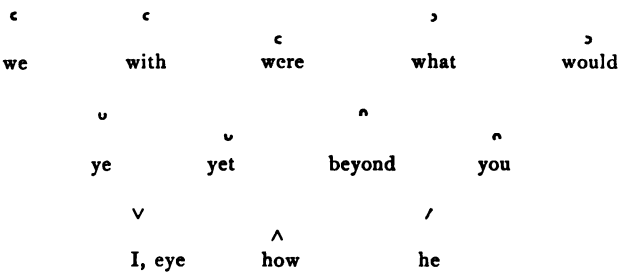
 will	 in,* any*	 way
are	no, know	 your
 me,* my*	 thing*	important-ce*
him, may	 young	 improve$^{d}_{ment}$

73. **The Nominal Consonant.**—It is sometimes necessary to write a vowel or diphthong considered apart from any consonant, as in writing a word which consists of a vowel only, like the words *awe*, *owe*, *ah*, *oh*. In such cases the sign  or  , called the nominal consonant, is used simply to furnish a stroke of no definite consonantal value to which the vowel may be placed. The little cross tick at the end of the stroke may be considered as canceling the consonant. The dash vowels may be struck through the stroke, thus canceling the stroke and writing the vowel with a single movement of the pen. The six long vowels are thus represented:

Exercise on Consonant Logograms—II.



DIPHTHONG, COALESCENT AND ASPIRATE LOGOGRAMS.

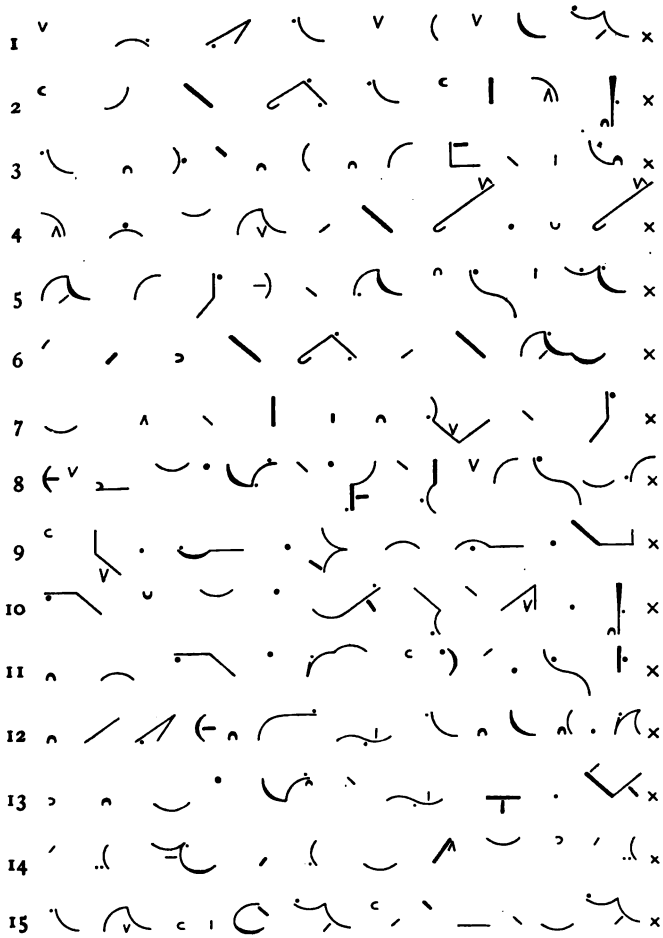


74. **Coalescent Logograms Unshaded.**—*We*, *ye* and *you* are theoretically written with heavy signs, but in practise it is not necessary to shade them.

75. **"Ye" Distinguished from "I."**—The sign for *ye* should be carefully curved at the bottom in order that in rapid writing it may not clash with *I*.

76. **Direction of "He."**— The disjoined tick-*h* representing *he* should invariably be struck down in the direction of the stroke *ch*.

Exercise on Diphthong Logograms.



APPENDAGES.

77. Briefer Signs Supplied.—With the signs already given it is possible to write any word in the language in a manner phonetically correct and complete. But while these signs are much briefer than those of ordinary longhand, they are still inadequate for the purposes of a practical shorthand. Certain of the most frequently-recurring sounds are therefore represented by additional signs—circles, hooks and loops—called appendages, because they are attached in various ways to the strokes. By means of these supplementary signs the utmost desirable brevity of form is secured.

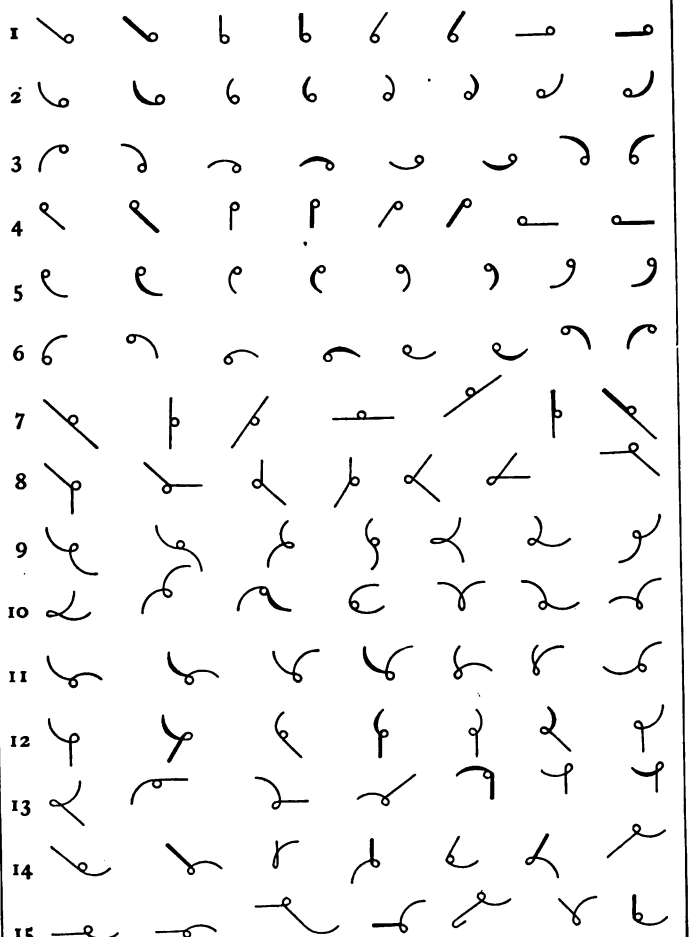
78. Two Kinds of Curvilinear Motion.—In writing and drawing, all curved lines are made with one of two kinds of motion. In tracing the upper half of a circle the hand moves either from left to right or from right to left. The movement of the hand in the former case may be called evolute  ; that made in the latter involute  motion.

The strokes  are made with evolute and  with involute motion. In attaching the appendages to strokes either kind of motion may be employed according to circumstances.

CIRCLES S AND Z.

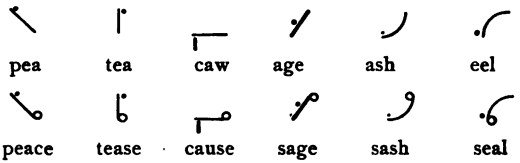
79. Manner of Attaching the Circles.—One of the most frequently-recurring pairs of sounds in the language is *s-z*. These sounds are represented by the most easily-formed appendage—a small circle °, which may be attached at either the beginning or the end of any stroke, as follows: *a*. When attached to a straight stroke, it is written with involute motion. See lines 1 and 4. *b*. When attached to a curve it takes the motion of the curve; that is, it is written on the concave side. See lines 2, 3, 5 and 6. *c*. When between two straight strokes the circle is written with involute motion if the straight strokes are in the same direction (see line 7), but if they are of a different direction the circle is written in the shortest way, that is, on the outside of the angle. See line 8. *d*. When written between two curved strokes it is usually placed inside of the first (see lines 9 and 10), though rarely inside of the second (see line 11). *e*. When written between a straight and a curved stroke it is invariably placed within the curve, see lines 12 to 15.

Exercise on the Circles S and Z.



CIRCLES S AND Z.—Concluded.

80. Vocalization of Outlines Containing Circles.—In vocalizing, that is, inserting vowels in, outlines in which the circle–*s* or *z* is used, the unvarying rule is that the vowels are written and read with reference to the stroke and not with reference to the circle, to which a vowel can never be placed; thus,



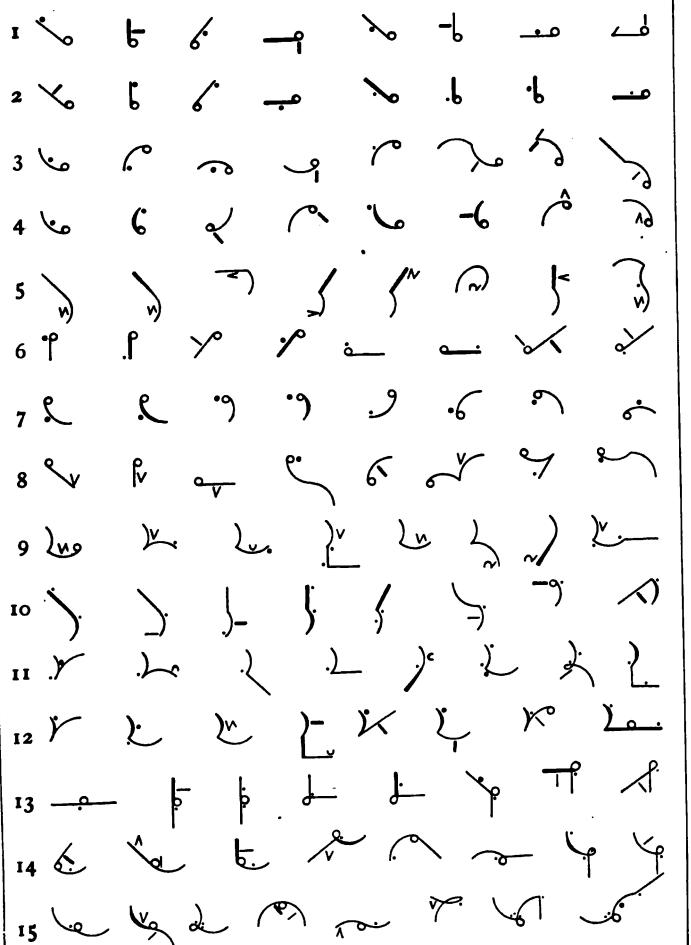
81. Rules for Writing Stroke and Circle Forms of S-Z.—*a.* When a word ends with *s* or *z* use the circle See lines 1 to 4, except (*b*) when the *s* or *z* is preceded by *two* vowels one of which is accented, when the stroke should be used. See line 5. *c.* When a word begins with *s* use the circle (see lines 6 to 8), except (*d*) when the *s* is followed by two vowels, one of which is accented, when the stroke should be used (see line 9). *e.* When a word ends with a vowel, preceded by *s* or *z*, use the stroke. See line 10. *f.* When a word begins with a vowel followed by *s* or *z* use the stroke. See line 11. *g.* When a word begins with *z* use the stroke. See line 12. *h.* When *s* or *z* occurs in the middle of a word the circle is generally used. See lines 13 to 15.

82. Rules for Reading.—*a.* When an *outline* begins with a circle, the *word* begins with *s*. *b.* When an *outline* ends with a circle, the *word* ends with *s* or *z*.

83. Vowel Expression between a Stroke and a Circle.—It must be remembered that the rules given in paragraph 41 apply only to vowels written between two *stroke* consonants. When one consonant is represented by a circle the intervening vowel must of course be placed to the stroke. Thus  *task*, not  .

84. S and Z Circles Distinguished.—When great accuracy is necessary the small circle may be shaded to represent *z* as distinct from *s*. This distinction is quite unnecessary under all ordinary circumstances.

Words Containing Circles S and Z.



CIRCLE SES, SEZ, ZES, ZEZ.

85. Representation of Plurals.—It will have been perceived that one of the most important uses of the circle *s-z* is the representation of the plural number of nouns. In cases where the singular already ends with a circle the plural is formed by enlarging the circle. See lines 1 to 8. When the singular ends with *s* the corresponding plural ending is *sez*. When the singular ends with *z* the corresponding plural ending is *zez*. Similarly, when the outline of the infinitive of a verb ends with a small circle, the circle is enlarged to form the third-person singular, indicative.

86. The Large Circle in other Cases.—The syllables *sez* and *zez*, as well as *ses* and *zes*, are also represented in other cases by the large circle. See lines 9 and 10.

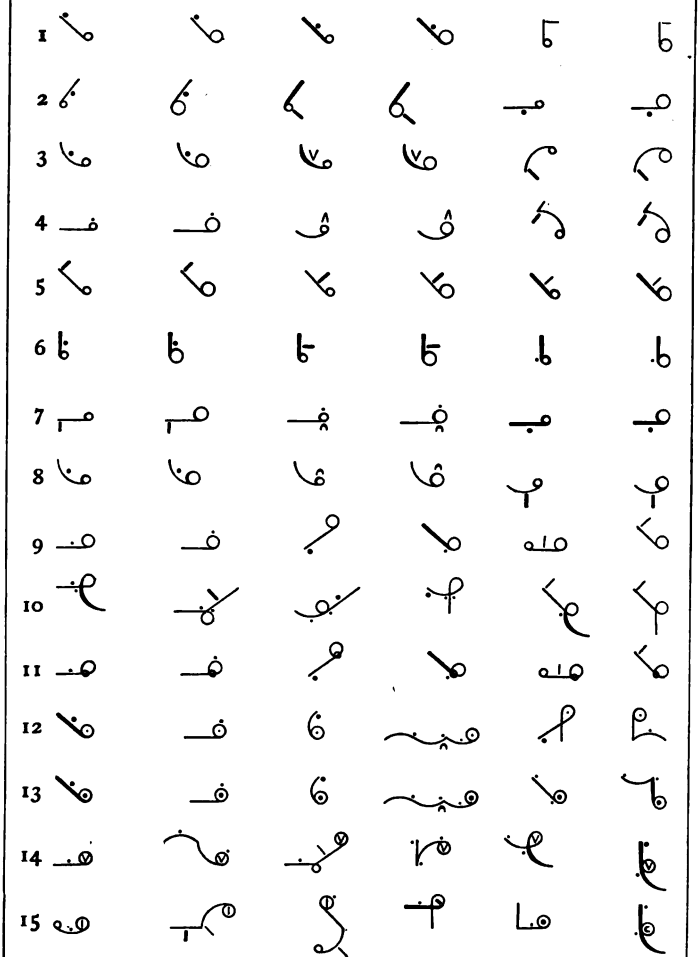
87. Sez-ez.—When the singular ends with a large circle the plural is formed by adding a small circle-*z*, and the verb is treated similarly. See line 11.

88. Suggestive Vocalization of the Large Circle.—It will be observed that, unlike any phonographic character heretofore given, the large circle has a *syllabic* and not an elementary value, and that the vowel in the syllable represented is normally *ĕ*—the second-place light dot. To a limited extent, however, other vowels may be suggestively indicated, as follows: *ĭ* (the first-place light dot) by a light dot within the large circle (see line 12); *ē* (the first-place heavy dot) by a heavy dot within the circle (see line 13); *ī* by the diphthong-sign within the circle (see line 14); *ŭ* (second-place light dash) by a light dash within the circle (see line 15); *aw* (first-place heavy dash) by a heavy dash within the circle (see line 15); *ă* (third-place light dot) by a small circle within the large circle (see end of line 15); any coalescent by its sign turned in its proper direction (see end of line 15).

89. Zez, zes and sez, ses Circles Distinguished.—*Zez*, *zes*, may be represented by the shaded circle to distinguish them from *sez*, *ses*, (see lines 5 to 8) though such distinction is necessary only in critically accurate writing.

90. Manner of Attachment to Strokes.—All the rules for the attachment of the small circle to and between straight and curved strokes (see paragraph 80) apply equally to the large circle.

Exercise on the Large Circles.

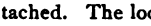
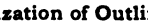


LOOP-ST.

91. The Small Loop.—*St* with no intervening vowel is represented in phonography by a small loop one-half the length of the stroke to which it is attached, written in the involute direction to straight strokes and on the concave side of curves (compare paragraph 79). It is used chiefly (*a*) at the end of strokes (see lines 1 to 3) but (*b*) may also be initial (see lines 8 to 10). It is used to a slight extent (*c*) in the middle of words (see line 11), but never when the stroke which follows is of such a direction as to cut through the stroke to which the loop is attached. The loop cannot be used in words like *vestige*.

92. Vocalization of Outlines Containing Loops.—As in the case of the circle (see paragraph 80) a vowel cannot be placed to the loop, but must be written and read with reference to the stroke.

93. Rules for the Use of Loop-St.—*a*. When a word begins with *st* use the loop. *b*. When the word begins with a vowel followed by *st* use the stroke-*s*. *c*. When the word ends with *st* use the loop. *d*. When the word ends with a vowel preceded by *st* use the circle-*s* and stroke-*t*, as gust  , gusty  . *e*. When a vowel occurs between *s* and *t*, the loop cannot be used.

94. Representation of Zd.—*a*. The small loop may be used to represent *zd* at the end of outlines which contain two or more strokes (see line 5). *b*. After a single stroke the form  must be used (see line 6) except (*c*) after  and  when the loop may be used, but *must* be shaded (see line 7).

95. Loop and Circle Combined.—When the loop *st* is followed by *s*, the circle should be written through the stroke as in line 4. These forms are chiefly used in writing the plural of nouns, and the third-person singular of verbs.

LOOP-STR.

96. The Large Loop.—A large final loop written involute on straight strokes and on the concave side of curves, represents *str* without intervening vowels (see lines 12 and 13). This loop extends about two-thirds the length of the stroke to which it is attached and is never used initially. When a vowel ends a word after *str* the loop cannot be employed.

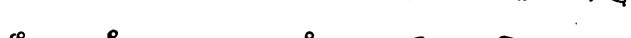
97. Large Loops and Circles Combined.—The circle *s* follows the loop *str* (see line 14) just as it follows the small loop (compare line 4).

Exercise on the Loop-st.

1 

2 

3 

4 

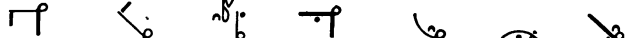
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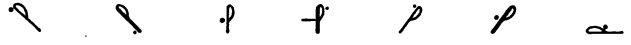
8 

9 

10 

11 

Exercise on the Loop-str.

12 

13 

14 

CIRCLE AND LOOP LOGOGRAMS.

o is, his*	such	yours
o as, has	this	first
its	some	just
said	seem*	most, must
six*	seen*	next

98. Manner of Writing Disjoined Circles and Loop.—The disjoined circles used as logograms should be written with evolute motion, while the disjoined loop, representing *first*, should be written with involute motion.

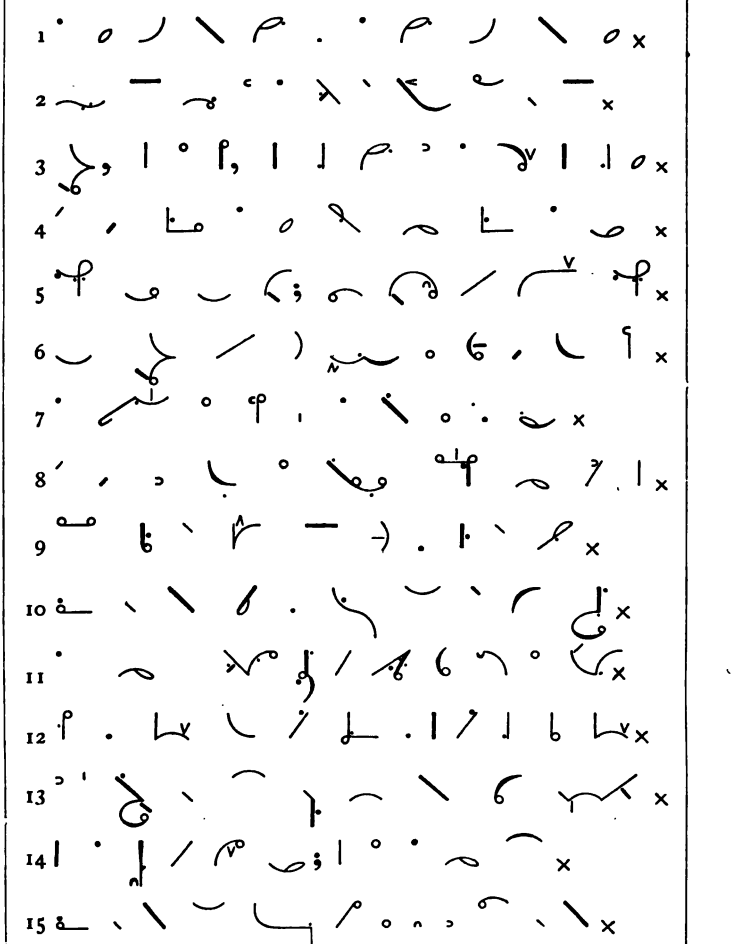
99. Circle-s Added to Logograms.—The circle-*s* or *z* may be added to a logogram for any of the following purposes:

a. If the logogram represents a noun, to form the plural or possessive case, as *advantages*, *thing's*.

b. If the logogram represents a verb, to form the third person, singular, present indicative, as *thinks*, *knows*, *does*.

100. Loop-st Added to Logograms.—The loop-*st* may be added to a logogram which represents an adjective, to form the superlative degree, as *youngest*.

Exercise on the Circle and Loop Logograms.



THE N-HOOK.

101. Manner of Attachment.—A small final hook may be attached to any stroke to represent *n*. When attached to straight strokes the *n*-hook is written in the evolute direction (see lines 1 to 3); when attached to curves it is written on the concave side of the curve (see lines 4 to 6).

102. Rules for Stroke and Hook Forms of N.—*a*. When *n* is the last sound in a word use the hook as pen ; except (*b*) when the *n* is preceded by two vowels, one of which is accented, in which case the stroke form should be used, as *pæan*  ; *c*. When a word ends with a vowel preceded by *n* use the stroke, as *penny* 

103. Medial Use of N-hook.—The *n*-hook is most frequently used at the end of words, but it is sometimes employed in the middle of an outline, in order to obtain a more convenient form. See line 7.

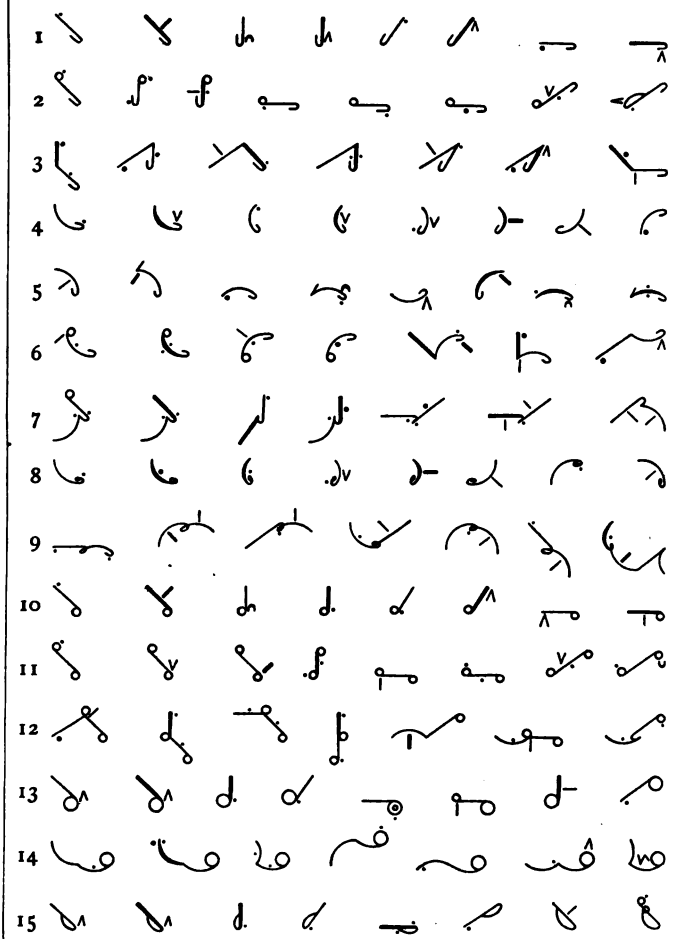
104. Combined N-hook and Circles.—The circle *s-z* may be written within the *n*-hook and the combination thus obtained is read *ns* or *nz*. See line 8. This combination is chiefly useful in writing the plurals of nouns outlines of the singular of which end with an *n*-hook, but it is often used in other cases, and sometimes medially, as in line 9.

105. Contracted Combination on Straight Strokes.—When *s* or *z ends a word* after an *n*-hook attached to a straight stroke, the combination may be contracted to a small circle written with evolute motion. See lines 10 to 12. This will not be mistaken for the circle *s*, which is always written after straight strokes with involute motion. See paragraph 79 *a*.

106. Combined N-hook and Circle-sez.—*N-sez* is written (*a*) after a straight stroke with a large evolute circle (see line 13). The large circle, however, cannot be written (*b*) within the *n*-hook after a curve, but must be written after the stroke-*n*, as shown in line 14.

107. Combined N-hook and Loop.—In like manner the loops *st* and *str* are expressed as following the *n*-hook on straight strokes by writing them with evolute motion (see line 15), whereas the simple *st* and *str* following a straight stroke are written with involute motion (see paragraphs 92 and 97). Of course, neither loop can be written within an *n*-hook following a curve.

Exercise on the N-hook.



THE F-V HOOK.

108. Manner of Attachment.—A small final hook may be attached to any straight stroke with involute motion to represent *f* or *v*.

109. F and V Distinguished.—When critical accuracy is required the *f*-hook is made light (see lines 1 to 3) and the *v*-hook is shaded (see lines 4 to 7). In ordinary writing this distinction is wholly unnecessary (compare paragraph 84).

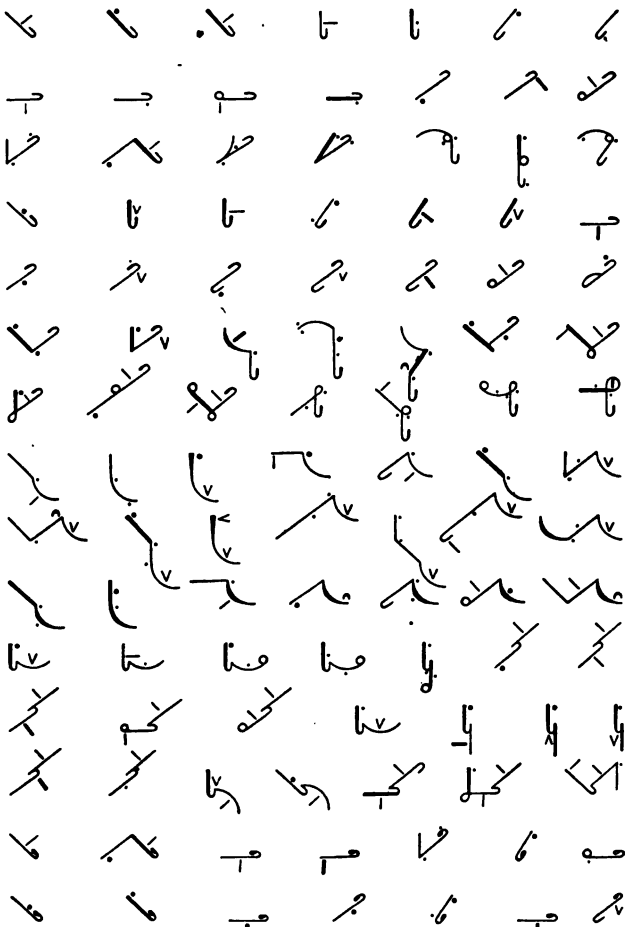
110. Rules for Stroke and Hook Forms of F and V.—*a.* When *f* or *v* is the last sound in a word and is preceded by an explodent, *ray* or stroke-*h*, use the hook. See lines 1 to 7. *b.* When a word ends with a vowel preceded by *f* or *v* use the stroke. See lines 8 to 10.

111. Medial Use of F-V Hook.—The *f-v* hook is most frequently used at the end of words, but it may sometimes be employed in the middle of an outline when a more convenient form is thereby obtained. See lines 11 to 13.

112. Combined F-V Hook and Circle-s.—The circle *s-z* may be written within the *f*-hook and the combination thus obtained is read *fs* or *vz*. See lines 14 and 15. This combination is chiefly useful in writing the plurals of nouns the singulars of which are written with outlines ending with the *f-v* hook, but it is also used in other cases. The large circle and the loops do not combine with the *f-v* hook.

112*a*. Compound Strokes in Relation to the Base-line.—The attachment of an appendage—circle, hook or loop—to a stroke does not in any way affect the relation of such stroke to the base-line. Thus, *kf* and *kn* are so written that the stroke shall precisely coincide with the base-line.

Exercise on the F-V Hook



THE SHUN-HOOK.

113. The Shun-hook.—The syllable which is variously represented in longhand by *sion*, *sian*, *shion*, *tion*, *tian*, *cion*, *cian*, may in phonography be expressed by a large final hook.

114. Manner of Attachment.—*a.* Following curves the *shun*-hook is written on the concave side. See lines 1 and 2. *b.* Following straight strokes the *shun*-hook may be written on either side, with the following restrictions: (1) When the straight stroke is preceded by an appendage, or by a curved stroke which joins it at a tangent (compare par. 25), the *shun*-hook is written on the side opposite the preceding curve (see lines 3 to 5). (2) When no such curve or appendage precedes the straight stroke, the *shun*-hook is written on the side opposite the accented vowel (see lines 6 and 7), except (3) after | | / / to which it is written on the right side (see line 8). (4) When the *shun*-hook is used in the middle of outlines it may be written on either side of the straight stroke, according to convenience. (See l. 9.)

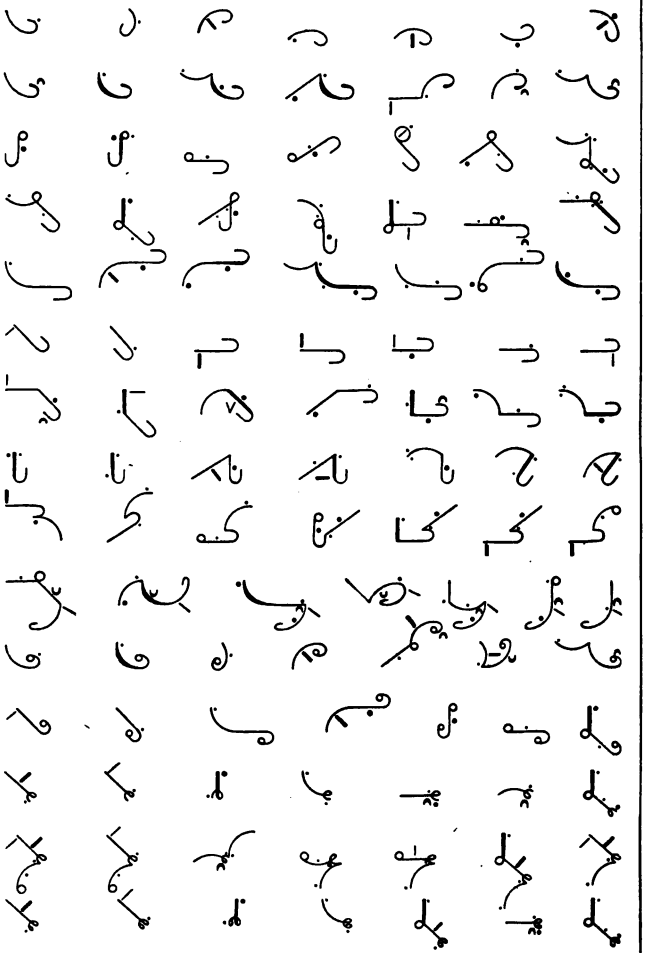
115. Rules for the Use of Shun-hook and Sh N-hook.—*a.* When *shun* ends a word use the *shun*-hook, except (*b*) when it is preceded by two vowels, one of which is accented, in which case the form ⌣ should in general be used. See line 10. However, (*c*) in words like *association*, *initiation*, etc., where *shun* is preceded by a stroke-*sh*, the *shun*-hook is preferable, as also in a few other cases where very awkward outlines would result from the use of ⌣

116. Combined Shun-hook and Circle-s.—The circle-*s* may be written within the *shun*-hook to indicate the plural. See lines 11 and 12.

117. Backward Shun-hook.—After the circle-*s* or contracted *ns* (see par. 105) *shun* is written as a *small* hook turned through the stroke. See lines 13 and 14. The vowel which comes between the circle and the *shun* is expressed by writing the dot *before* the combined circle and hook for a first-place vowel, and *after* the combined circle and hook for a second-place vowel. No third-place vowel occurs in any word written with a backward *shun*-hook. The circle-*s* may be written within the backward *shun*-hook. See line 15.

118. Zhun Distinguished from Shun.—When the syllable expressed by the *shun*-hook is pronounced *zhun* the fact may be indicated by shading the hook (see line 2), but this is unnecessary in practise.

Exercise on the Shun-Hook.



FINAL-HOOK LOGOGRAMS.

upon	phonography	above
been	then, than	whatever
ten	alone	differ ed ent-ce
done	man	whichever
general-ly	men *	gave
can	opinion *	gone *
again	none	

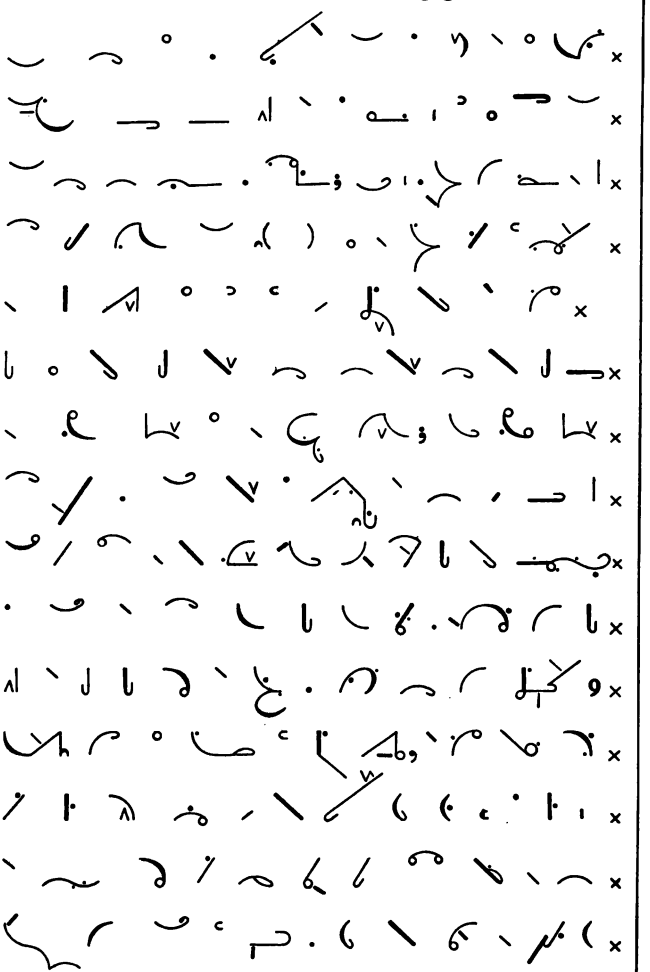
PUNCTUATION, ETC.

119. Punctuation.—The same marks of punctuation are used in phonography as in longhand except the period, the exclamation mark, the dash and the hyphen. The comma should be written with a carefully-shaded dot (,) that it may not be mistaken for the logogram *would*. The parenthesis should be written either decidedly long—longer than double-length *th* or *s*—or with a short cross stroke. A second form of the period, of the quotation mark and of the interrogation mark is sometimes used by reporters. The hyphen is not used in writing compound words in phonography when the outlines of the component words join readily. Thus, words like *day-book* and *air-gun* are written with single outlines. In words like *chain-gang*, *cast-off*, the hyphen may be used.

120. Capitalization.—Properly speaking, there is no such thing as capitalization in phonography, but a proper noun or adjective may be indicated by underscoring it twice; thus,

121. Figures.—Except the grammalogues *one*, *two*, *three*, *six*, *ten*, *twelve*, figures are best expressed by the Arabic numerals. Ordinals may generally be expressed by Arabic cardinals, except *first*, *second*, *third*, *sixth*, *tenth*, *twelfth*, which should be written phonographically.

Exercise on the Final-hook Logograms.



THE SMALL W-HOOK.

122. The Small W-hook.—A small hook at the beginning of *l*, *ray*, *m*, and *n* represents *w*. See lines 1 to 11.

123. Attachment to Curves.—Like all other hooks the *w*-hook takes the motion of the curve; that is to say, it is written on the concave side of the curve.

124. Attachment to Ray.—Attached to *ray* the *w*-hook is written with involute motion.

125. Vocalization of Outlines Containing the W-hook.—The unvarying rule in vocalizing outlines containing the *w*-hook is to write and read the vowels with reference to the stroke and not with reference to the hook, to which a vowel can never be placed. In this respect the *w*-hook is like the circle-*s*. Compare paragraph 80.

126. Rules for Writing the Stroke and Hook Forms of W.—*a*. When a word begins with *w* and the following consonant is *l*, *ray*, *m* or *n*, use the *w*-hook, except when the *w* is followed by two vowels, one of which is accented; thus, write *wear*  , *weigher* 

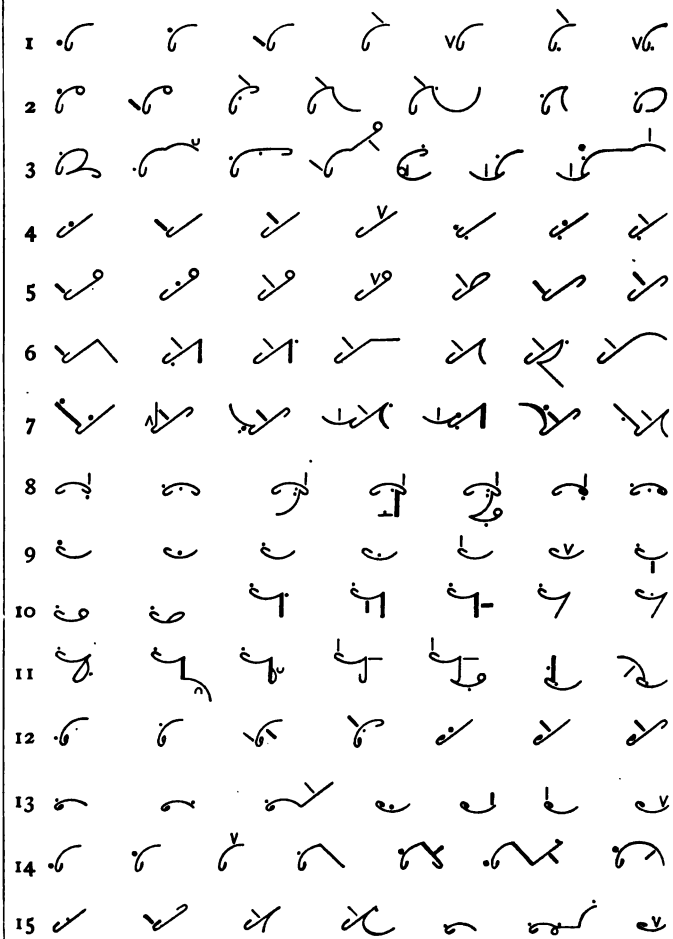
b. When a word begins with a vowel followed by *w* use the stroke; thus, *ware*  , *aware* 

127. Medial Use of Small W-hook.—While the small *w*-hook is most useful at the beginning of words it may occasionally appear in middle, as in line 7.

128. Combined Circle-s and W-hook.—*S* preceding *w* may be expressed by placing the circle within the hook. See lines 12 and 13.

129. Hw.—When *h* precedes *w* it may be indicated by shading the hook. See lines 14 and 15, and compare paragraph 60.

Exercise on the Small W-hook.



DOUBLE CONSONANTS.

130. The Liquids.—The peculiar quality of *l* and *r*, which causes them to be classed as "liquids," is their power of combining with or, so to speak, flowing into other consonants. Either *l* or *r* may combine with a preceding consonant and unite closely with it in the same syllable. The combinations thus formed may be aptly spoken of as *double consonants*. These combined sounds are heard at the beginning of such words as *play*, *pray*, *blew*, *brew*, *fly*, *fry*.

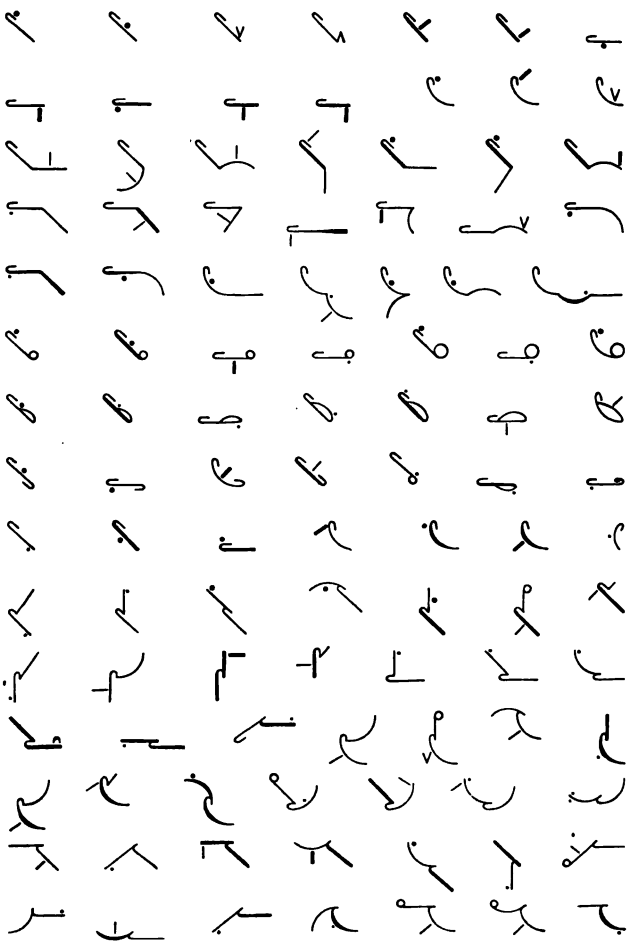
131. The L-hook.—Double consonants of the *l* series are represented in phonography by attaching a small initial *involute* hook to the stroke consonant which precedes the *l*. The *l* hook is regularly attached to the following strokes only:  *pl*,  *bl*,  *tl*,  *dl*,  *chl*,  *jl*,  *kl*,  *gl*,  *fl*,  *vl*,  *thl*,  *dhl*,  *shl*. *Shl* is always written upward and never stands alone, but must be joined to some other stroke, as it would otherwise be read *shn*. See pars. 22 and 101.

132. Double Consonants Considered as Indivisible Compounds.—The learner must accustom himself to thinking of a double-consonant sign as representing an indivisible compound, and should not consider the hook as separately representing the *l*. It is therefore best, in speaking of the double consonants, to name each by a single syllable; thus is *pl*, as heard in the last syllable of the word *apple*, and not *pee-el*, which would indicate  .

133. Vocalization of Double Consonants.—Double consonants are vocalized exactly like simple consonants. If a vowel follows a double consonant, both consonants represented by the combined sign are read before the vowel. See lines 1 to 8. If a vowel precedes the double consonant it is read before either of the consonants represented by the combined sign. See lines 9 to 15.

134. Imperfect Hooks.—When the *l*-hook appears in the middle of an outline it cannot always be made perfect in form, but must sometimes adapt itself to the preceding stroke as a slight offset, more or less closely resembling the form of the perfect hook. See lines 14 and 15, and compare par. 59.

Exercise on the L-Hook.



DOUBLE CONSONANTS.—Continued.

135. The R-hook.—Double consonants of the *r* series are represented by attaching a small initial *evolute* hook to the following strokes: *pr*, *br*, *tr*, *dr*, *chr*, *jr*, *kr*, *gr*, *fr*, *vr*, *thr*, *dhr*, *shr*, *zhr*.

136. R-hook on Curved Strokes.—As a hook can be written only on the concave side of a curved stroke, it is evident that the *l*-hook can be regularly attached to involute and the *r*-hook to evolute curves only. But as the combination *rr* is relatively infrequent and is easily written with the joined strokes, and as the combinations *wr*, *sr*, *zr* are already well provided for in the phonographic system (see pars. 79 and 123), a great advantage is obtained by writing *fr*, *vr*, *thr*, *dhr* as shown in the last paragraph. These signs, it will be seen, agree exactly with the straight strokes in this respect, that the *r*-hook combinations are simply the *l*-hook combinations inverted. If the sign *pl* for instance, be made of a piece of wire, and then turned over, it becomes *pr*; in like manner by inversion *fl* becomes *fr*, *vl* becomes *vr*, *thl* becomes *thr*, *dhl* becomes *dhr*

137. Mnemonics for L and R-hooks.—If the *L*eft hand be held up with the first finger crooked, the outline of the *tl* will appear, and by turning the hand in the various positions of *p*, *t*, *ch*, *k*, all the double consonants of the *l*-hook series will be formed. In like manner, the *R*ight hand will give the *r*-hook series. The learner may also remember that the involute motion with which the *l*-hooks are formed is "*L*eft-hand" motion, and the evolute motion which forms the *r*-hooks is "*R*ight-hand" motion.

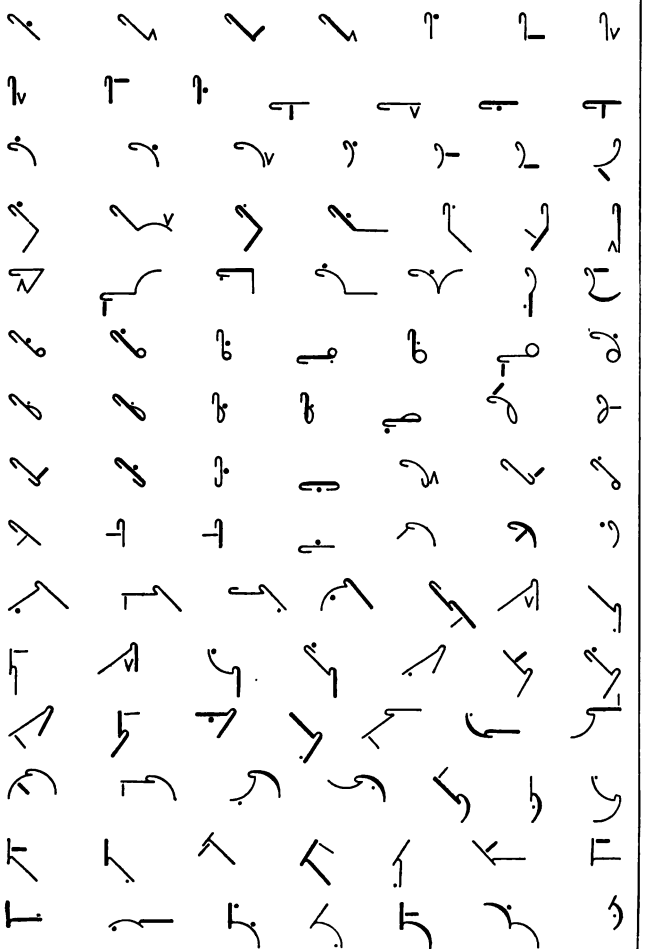




See paragraph 78.

137*a*. Tick-h before Double Consonants.—Tick-*h* may be written before any double consonant except *kl*, *gl*, *shl*, *rl*, *ml*, *kr*, *gr*, *fr*, *vr*, *lr*, *mr*.

Exercise on the R-hook.



DOUBLE CONSONANTS.—Concluded.

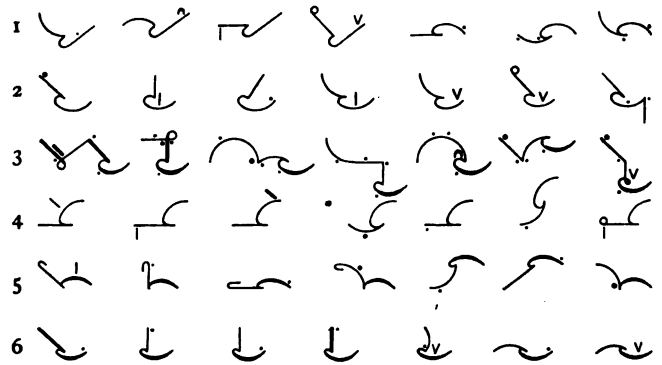
138. Irregular Double Consonants.—Since the small initial hook attached to  represents *w* (see paragraph 123) it is evident that *l* and *r*-hooks cannot be regularly attached to these strokes. The combinations *rl*, *ml*, *nl*, *ngl* and *lr* are therefore distinguished by making the hook large (see lines 1 to 4), and the combinations *mr* and *nr* by shading the strokes (see lines 5 and 6). These signs are termed irregular, *ml* and *nr* being especially so.

139. Use of the Double Consonant-signs.—In general, the double consonant-signs should not be used when a distinct long vowel, a diphthong or an accented short vowel occurs between the two consonants, as in the words *pole*  , *pile*  , *repel*  ; but should be used when no vowel occurs between the letters (see page 65, lines 1 to 8; page 67, lines 1 to 8) or when the vowel is an unaccented short or obscure vowel (see page 65, lines 9 to 15; page 67, lines 9 to 15).

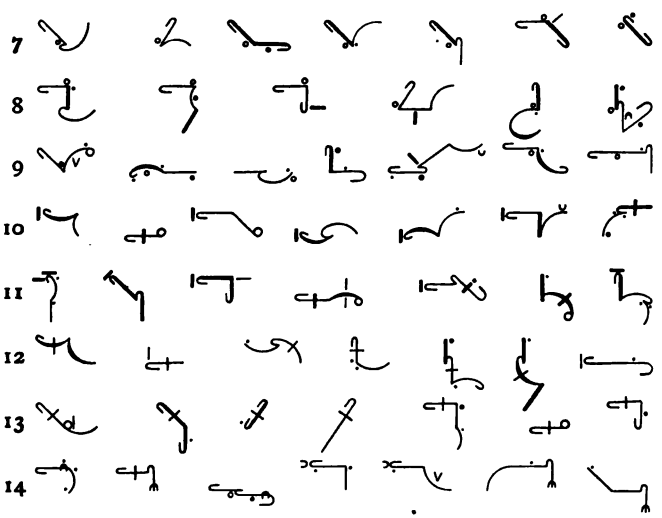
140. Intervocalization of Double Consonants.—Strict adherence to the rule given in paragraph 139 would occasionally cause long and awkward outlines for words which might be written with convenient forms could a vowel be expressed as between the two consonants of a double consonant. Intervocalization may therefore be indicated in such cases by writing, in the same position as for the regular sign, a small circle *before* the double consonant stroke to represent the heavy dot vowels, and *after* the stroke to represent the light dot vowels (see lines 7 to 9). The dash vowels, diphthongs and coalescent-signs, both light and heavy, are struck through the double consonant stroke (see lines 10 to 14). If the first or third-place dash interferes with an initial or final hook or circle, place it just before the beginning or just after the end of the stroke. The beginner should use intervocalization with caution, employing it chiefly in outlines of considerable length.

NOTE.—When a word begins with *r* and *l* is the next consonant the intervocalized *rl*-hook is generally employed, in order to avoid the inconvenient forms which result from the use of *ray-el* and *ray-lay;* thus write with the *rl*-hook the words *rail, roll, rule, relative, relation, realm, relish*, and the like.

Exercise on the Irregular Double Consonants.



Exercise on Intervocalization.



TRIPLE AND QUADRUPLE CONSONANTS.

141. Triple Consonants.—When *s* precedes the double consonants a series of triple consonants is formed, as heard at the beginning of such words as *splash*, *spray*, *straw*, *scream*, etc. This series of sounds is expressed in phonography by writing the circle-*s* within the *l* or *r*-hook, as in lines 1 to 3.

141*a*. Vocalizing of Triple Consonants. When a vowel is written after a triple consonant it is read last (see line 1), but when it is placed before, it is read after the *s* and before the double consonant. See lines 2 and 3, and compare par. 82*a*.

142. Medial Triple Consonants.—Triple consonants are frequently found in the middle of words (see lines 4 to 8), and in such cases the circle may represent *z* as well as *s*.

143. Imperfect Triple Consonants.—When a circle is written within an imperfect double consonant hook (see paragraph 134) the circle cannot be perfectly formed and written completely within the hook. It must therefore be lengthened into a loop in such a direction as shall indicate the hook as distinctly as possible. See line 8. In a few cases an imperfect *str* follows the *n*-hook, as in line 9.

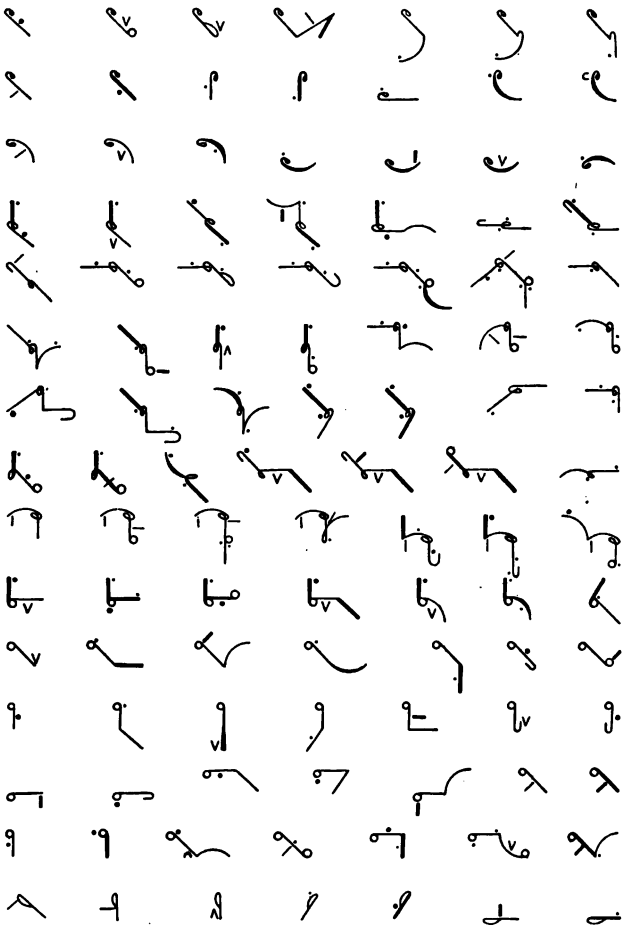
144. Irregular Triple Consonants.—When *skr*, *sgr*, *sfr*, or *svr* follows *t* or *d*, and when *spr* or *sbr* follows *ch* or *j*, the loop becomes so imperfect as to be too difficult for practise and the forms are therefore written irregularly, as shown in line 10.

145. Initial Spr Series.—When the circle precedes a straight double consonant of the *r*-hook series at the beginning of a word, it is not necessary to write it within the hook, but the whole combination may be contracted to a small circle on the evolute side of the stroke (see lines 11 to 14). This will be perfectly legible, as the small circle is always written to straight strokes with involute motion to represent *s*. See par. 79 *a*, and compare par. 105.

146. S before Stroke-h.—By analogy with the *spr* series, *s* may be written before stroke-*h* with the outline  . This form is rarely used but may be employed in writing such words as *Soho*, *Sahara*.

147. Quadruple Consonants.—The loop-*st* may be expressed as preceding a straight stroke of the *r*-hook series at the beginning of the word by writing the loop with evolute motion. See line 15, and compare par. 107.

Exercise on Triple and Quadruple Consonants.



THE BACKWARD N-HOOK.

148. Backward N-hook.—A small backward hook written through the stroke may be used to represent the initial syllables *in*, *en*, *un*, as preceding (*a*) any straight triple consonant of the *spr* series (see lines 1 to 3), or (*b*) any evolute circle attached to a curve (see lines 4 to 7). It will be noticed that this backward hook differs from the final *n*-hook in that it has a syllabic and not an elementary value. Compare paragraphs 88 and 113.

THE LARGE W-HOOK.

149. Large W-hook.—A large initial involute hook may be attached to the strokes *t*, *d*, *k*, *g*, to represent the combinations *tw*, *dw*, *kw*, *gw*, (see lines 8 to 12). These combinations are best named *tway*, *dway*, *kway*, *gway*.

150. Use of Tway, Dway, Kway and Gway.—*a*. When a word begins with *tw*, *dw*, *kw*, or *gw*, use the large *w*-hook. *b*. In the middle of a word the hook may be used if perfectly convenient, as in line 13, but it should not be used if at all difficult or inconvenient to form. Thus in words like *esquire*  , *entwine*  , the hook should be omitted and the proper coalescent-sign used.

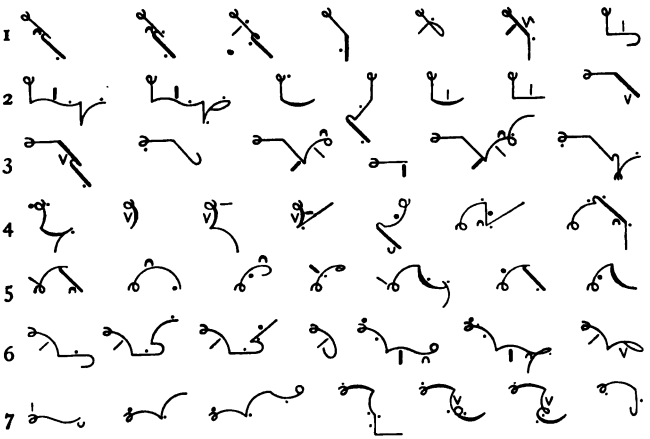
151. Phonetic Analysis of Qu.—It is sometimes difficult for beginners to analyze words which in the ordinary spelling contain the letters *qu*, but the difficulty will disappear when it is understood that the sounds always represented by these letters are really *kw*.

152. Circle-s before Large W-hook.—The circle-*s* may precede the large *w*-hook either at the beginning or in the middle of an outline by being written entirely within the hook. See line 14.

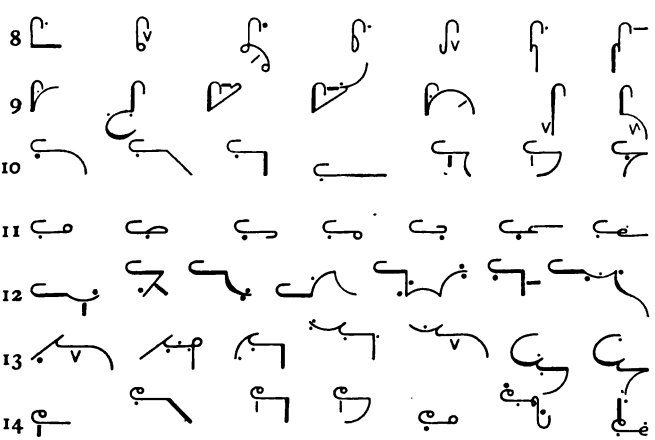
153. Large W-hook in Foreign Words.—In addition to the strokes metioned in paragraph 149, the large *w*-hook may be written to *p* and *b*. These combinations are useful in writing many foreign word, as  *pueblo* (Spanish),  *bois* (French), but are of no utility in English.

154. Y-hook after B.—The form  may be written to represent the combination of *b* and *y*, heard at the beginning of many Scandinavian names, as *Björnson*, but is of no utility in English.

Exercise on the Backward N-hook.



Exercise on the Large W-hook.



INITIAL HOOK LOGOGRAMS.

well	full-y	every, very
where	only	three
when*	principle-al-ly	their, there
one	remember-ed	sure-ly
tell, till	truth	pleasure
twelve	dear	Mr., remark$^{ed}_{able\text{-}y}$ *
call*	care	more
difficult-y	from	near, nor *

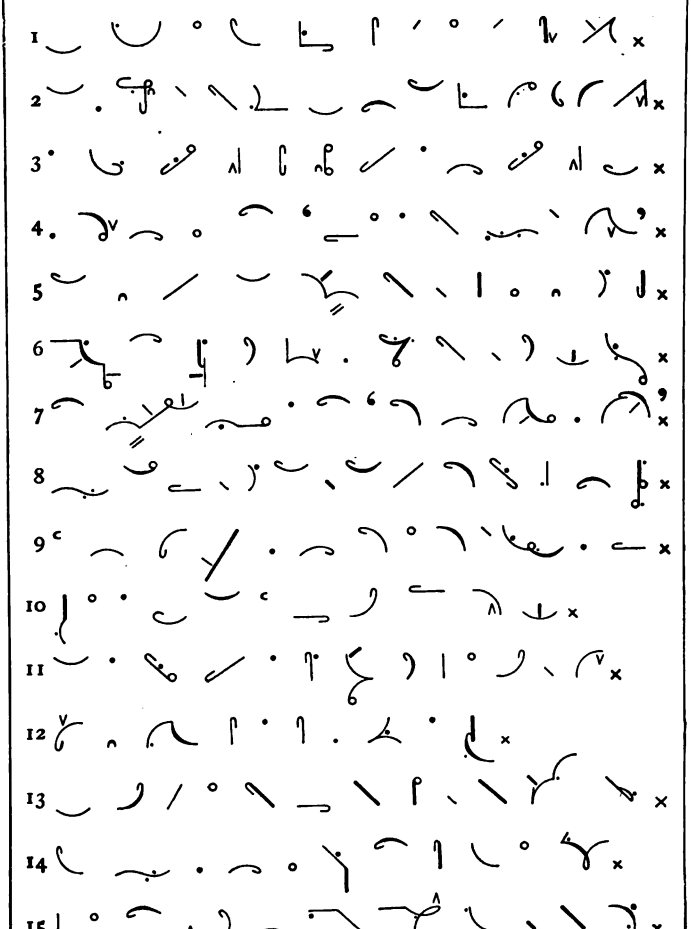
INITIAL LETTERS, Etc.

155. Initials.—Initials of names or titles may be written in phonography or in longhand, many writers preferring the distinctiveness of the latter method. In any case, *C*, *G* (soft), *Q* and *X* must be written in longhand, as there are no phonographic equivalents for these letters. In writing vowel initials phonographically the nominal consonant must be used. See paragraph 73.

156. Emphasis.—Emphasis is expressed by striking a wave line (~~~~) under a single word and a straight line under several consecutive words.

157. Accent.—If for any critical purpose it is necessary to indicate the accent of a word, it may be done by writing a small cross beside the accented vowel; thus, *es'say*, *essay'*.

Exercise on the Initial-hook Logograms.



THE HALVING PRINCIPLE.

158. **Vocal Affinity.**—A strong affinity exists, in the English and in other languages, between sounds of a like nature with respect to vocality—that is to say, a voiced sound is much more likely to be immediately followed by a voiced than by a whispered sound; conversely, a whispered sound is more likely to be immediately followed by a whispered than by a voiced sound. This is observed in plurals, which are regularly formed by adding *s* (a whispered sound) to the form of the singular when that ends with a whispered sound, as *lock, locks;* and *z* (a voiced sound) when the singular ends with a voiced sound, as *log, logs* (=logz). Vocal affinity has an equally strong illustration in the formation of the past tenses of weak verbs—those of which the past tense is usually represented by *ed* in the ordinary spelling. The sound which forms these past tenses is *t* (whispered) whenever the present tense ends with a whispered sound, as *pluck, plucked* (=pluckt), and *d* (voiced) whenever the present tense ends with a voiced sound, as *plug, plugged* (=plugd).

159. **The Halving Principle.**—The frequent occurrence of *t* and *d* in past tenses, as well as in other cases, is provided for in phonography by what is called the "halving principle." By halving a consonant stroke, *t* or *d* is added according as the stroke is light or heavy—*t* being added to a light stroke and *d* to a heavy stroke. See lines 1 to 3.

160. **Vocalization of Half-lengths.**—*a.* A vowel before a half-length stroke is read first. See line 4. *b.* A vowel after a half-length stroke is read next after the primary letter but before the added *t* or *d*. See line 5.

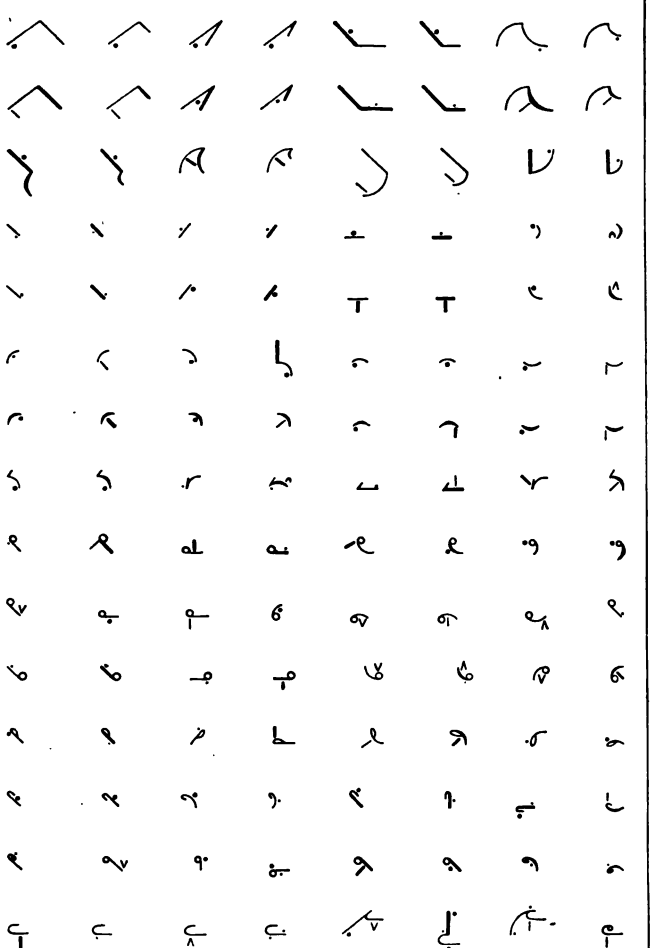
161. **Halving of L, R, M, N.**—The rule for writing given in par. 159 would agree exactly with the phonetic principle stated in par. 158 if it were not for the fact that *l, r, m,* and *n*, although voiced sounds, are represented by light lines, contrary to the general method of representation explained in par. 6. When these strokes are halved *t* is added because they are light. See line 6. But as these strokes represent voiced sounds it is desirable to add the voiced sound *d;* and this is done by shading the strokes when halved for that purpose. See line 7. This necessitates that *y, w, mp* and *ng* never be halved. Half-length *ld* should always be written down.

162. **Tick-h on Halved Strokes.**—The tick-*h* is attached to half-length exactly as it is to full-length strokes. See line 8.

163. **Circles and Loops on Halved Strokes.**—The circles and loops are attached to half-length exactly as they are to full-length strokes. See lines 9 to 12.

164. **Halved Double and Triple Consonants.**—The *l* and *r*-hook strokes, as also the large *w*-hook strokes, are halved like simple strokes. See lines 13 to 15.

Exercise on the Halving Principle.



THE HALVING PRINCIPLE.—Concluded.

165. Halved Final-hook Strokes.—The final-hook strokes may be halved to add either *t* or *d*. See lines 1 to 3. To distinctly indicate the added *d* the hook may be thickened, but this is seldom necessary in practise. Although *w*, *y*, *mp* and *ng* cannot be halved when simple, they may be when followed by a final hook. See line 3.

166. Halved W-hook Strokes.—When a small *w*-hook stroke is halved, the addition of either *t* or *d* is indicated. When *d* is added the stroke is *not* shaded. See line 4.

167. Halved Ray.—*Ray* may be halved whenever it is joined to some other stroke (see line 5) but it must not be halved when it would be the only stroke in the word. Words like *rate*  , and *write*  must be written in full.

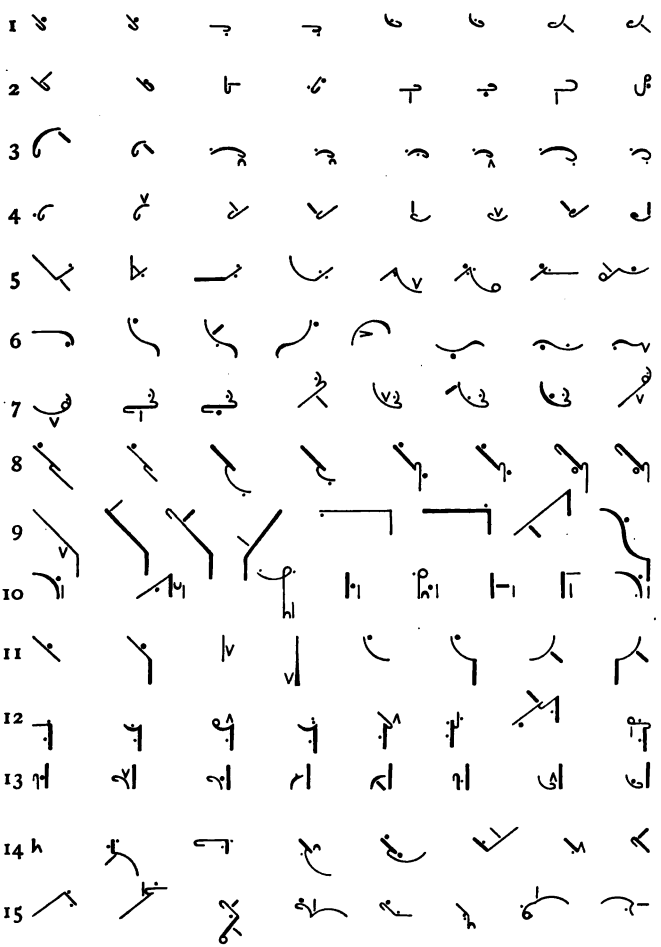
168. Half-lengths Joined at a Tangent.—A half-length stroke cannot generally be used unless it makes a distinct angle with its adjacent stroke, as half-lengths joined at a tangent (cp. par. 25 *c*) produce indistinct outlines. If, however, the half-length stroke is a heavy curve and the stroke to which it is joined is light, the tangent joining will be sufficiently distinct. See line 6.

169. Half-length S.—When a half-length *s* ends an outline it may be written either upward or downward according to convenience. See line 7.

170. Rules for Writing Past Tenses.—*a*. When the present tense ends with a full-length stroke (simple or compound) halve that stroke to form the past tense. See page 77, lines 1 to 3. *b*. Light double consonants may be halved to add *d* in forming past tenses. See page 79, line 8. *c*. When the final full-length stroke in the present tense forms no angle with its preceding stroke the halving principle cannot be used (cp. par. 168) and a stroke *t* or *d* must be added (see line 9); except (*d*) when such final full-length stroke making no angle with its preceding stroke is *t*, in which case the *t* should be halved and disjoined to form the past tense, as shown in line 10. *e*. When the present tense ends with a vowel preceded by a full-length light simple stroke, the halving principle should not be used, but the stroke-*d* should be added to form the past tense. See line 11. *f*. When the present tense ends with a half-length stroke add the stroke-*d* to form the past tense (see line 12), but (*g*) if the stroke-*d* forms no angle with the preceding half-length stroke or cannot be coveniently joined to it, it must be disjoined as shown in line 13.

171. Free Use of the Halving Principle.—In certain outlines, especially in those of two or more strokes, some license may be taken in using the halving principle to indicate *d* after light strokes and *t* after heavy strokes. This, however, should be done with caution, and only when a decided practical advantage and no ambiguity results therefrom. See lines 14 and 15.

Exercise on the Halving Principle—II.



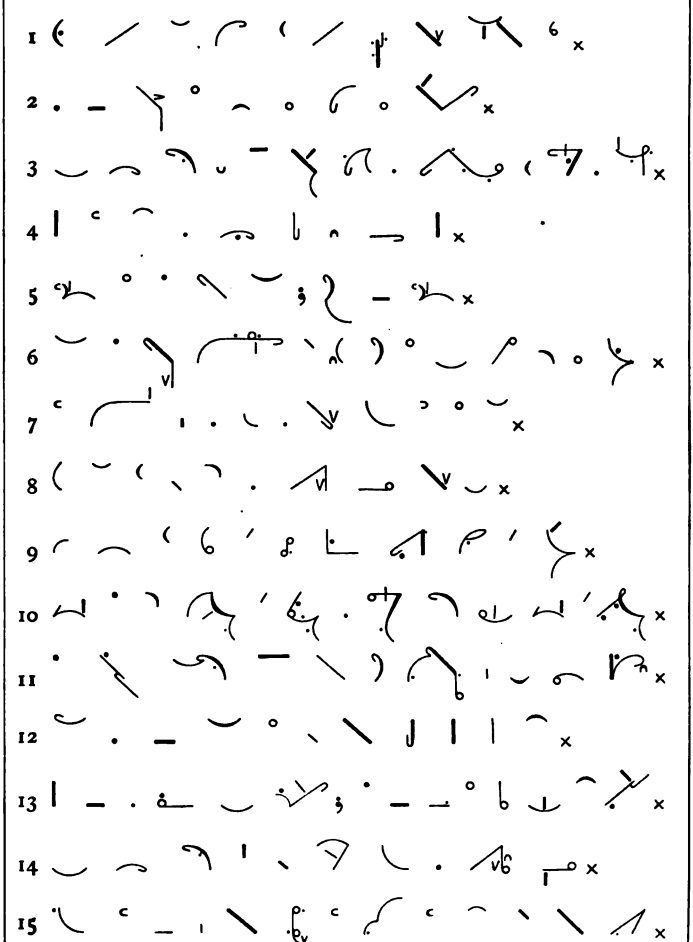
HALF-LENGTH LOGOGRAMS.

did*	thought*	might*
could	without	immediate-ly*
got*	that*	made
get	let	nature
good	lord,* read*	not*
after	word	under

172. **Logogram for "Read."**—The word *read* in the foregoing table is the present tense of the verb. The past tense and participle are written

173. **Position of Half-length Logograms.** — Half-length logograms are written both on and above the line in accordance with the principle explained in paragraphs 70 and 71. A half-length logogram marked * is so written that its highest point may be exactly as far above the line as the top of a stroke-*t*.

Exercise on the Half-Length Logograms.



HALF-LENGTH LOGOGRAMS.—Concluded.

particular-ly* gentleman cannot*

part gentlemen* great

spirit* called* world

behind* cared seemed*

told accord-ing-ly* mind*

toward quite* went

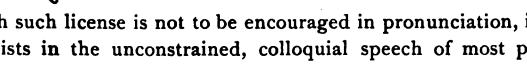
child* account

174. Omitted Consonants.—In many words an explodent immediately follows a continuant produced in the same position of the articulating organs (see Appendix A) and is itself immediately followed by some other consonant. In such cases the explodent may generally be omitted without lessening the legibility of the word. The following are the only important instances of such omission:

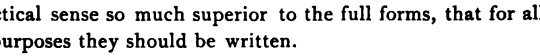
a. P omitted after *m:*



b. K omitted after *ng:*



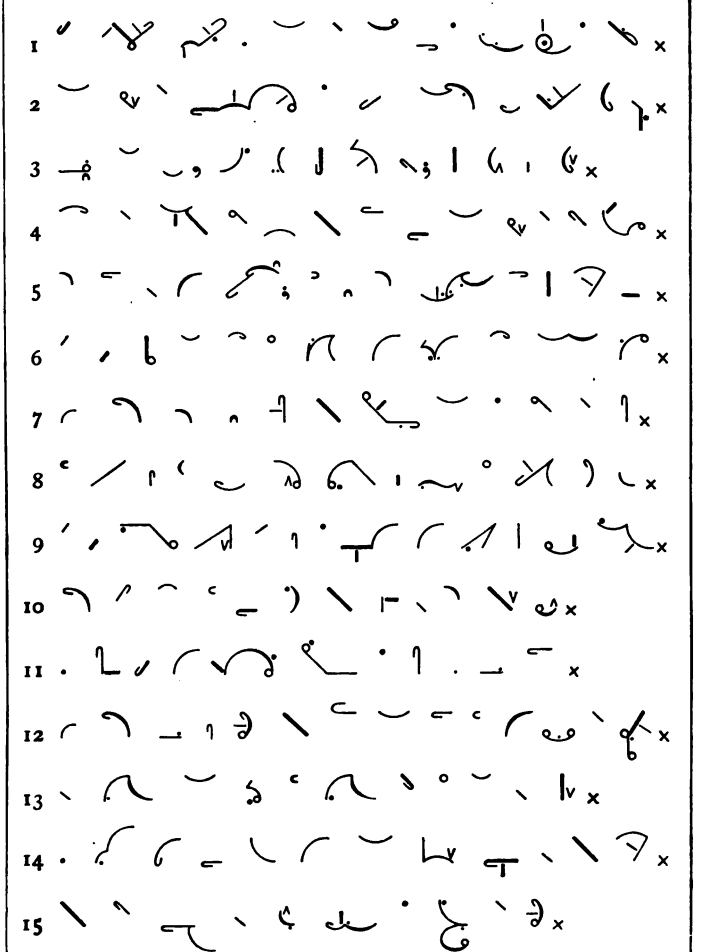
c. T omitted after *s:*



Though such license is not to be encouraged in pronunciation, it actually exists in the unconstrained, colloquial speech of most persons. The phonographic outlines which result from such omission are in a practical sense so much superior to the full forms, that for all ordinary purposes they should be written.

NOTE.—For graphic convenience *n* may be omitted from the prefix *trans*. Thus *transmit* may be written instead of . *Tras* may be substituted for *trans* with perfect safety as to legibility, since there is not a single word in the English language which begins with the syllable *tras*.

Exercise on Half-Length Logograms—II.



THE DOUBLING PRINCIPLE.

175. Ter and Der Added by Doubling.—Any curved stroke may be doubled in length to represent the addition of *ter* or *der*. See lines 1 to 7.

176. Ther and Dher Added by Doubling.—Any curved stroke may be doubled in length to add *ther* or *dher* (see lines 8 and 9) provided the same double-length stroke, similarly vocalized, is not already used to represent a word of the same part of speech containing *ter* or *der*. Thus, *feather* should be written  because  already represents *fetter*.

177. Double-length Ng.—*Ng* may be doubled to add *ker* or *ger*, and also, under the foregoing rules, to add *ter*, *der*, *ther* or *dher*. See lines 10 and 11.

178. Double-length Mp-mb.—*Mp-mb* may be doubled to add *er*, as well as to add *ter*, *der*, *ther* or *dher*. See lines 12 and 13.

178*a*. The Base-Line.—Upright and slanting double-length strokes do not, like corresponding single-length strokes, rest upon the line; they are so written that the line shall cut them at the middle point.

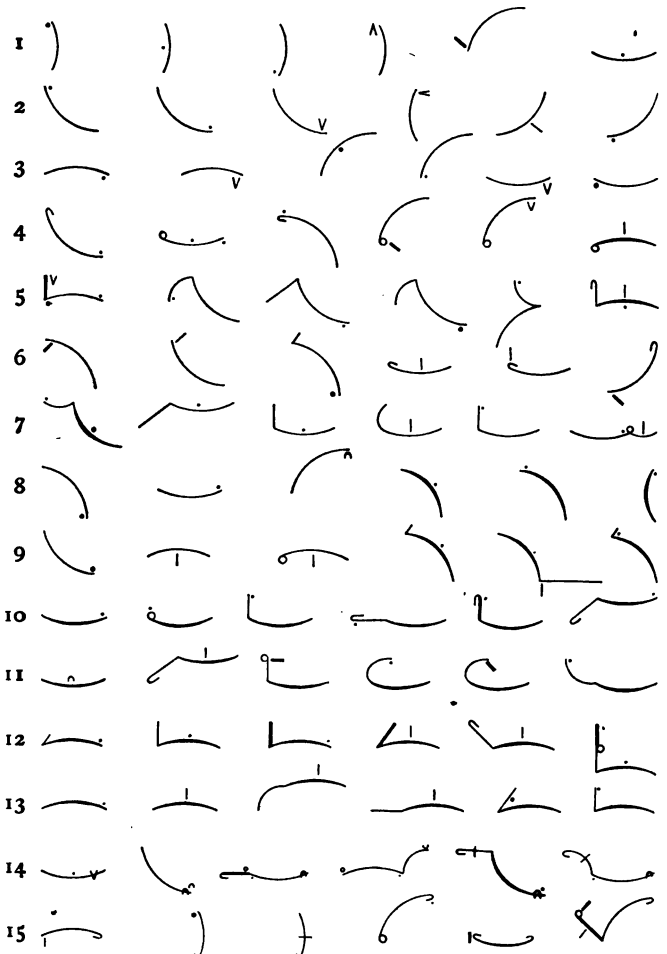
179. Vocalization of Double-lengths.—*a*. A vowel placed before a double-length stroke is read first. *b*. A vowel placed after a double-length is read next after the primary stroke, but before the added value, *ter*, *der*, etc.

180. Double-lengths Joined at an Angle.—A double-length stroke cannot generally be used unless it makes a distinct angle with its adjacent stroke. Compare paragraph 168. Double-length *n* and *ng* may however be joined with continuous motion after *th* and *el*.

181. Intervocalization of Double-lengths.—The normal vowel in the syllable added by doubling is the second-place light dash, but any short, unaccented vowel may appear in this syllable without special indication. If, however, the vowel is long, a diphthong, or accented, it should be indicated by intervocalization in a manner similar to the vocalization of double consonants. (See line 14 and cp. par. 140.) When a double-length double consonant is intervocalized, the intervocalization takes effect in the double consonant and not in the syllable added by lengthening. See *northern* in line 15.

182. N-hook Added to Double-lengths.—The *n*-hook may be added to double-length strokes, and is invariably read after the syllable added by lengthening. See line 15.

Exercises on the Doubling Principle.



DOUBLE-LENGTH LOGOGRAMS.

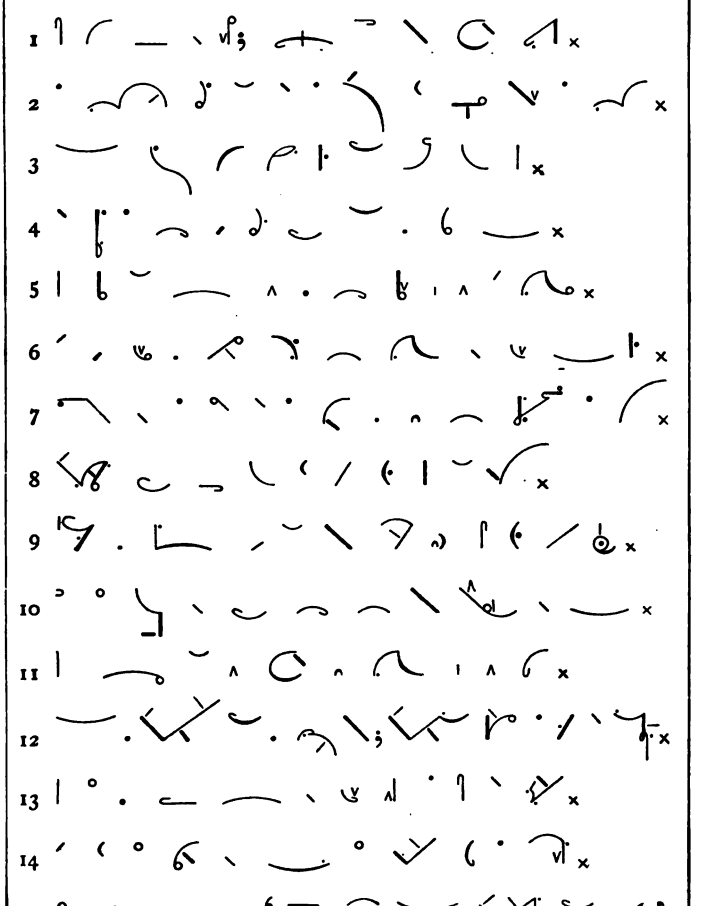


183. Compounded Logograms.—It often happens that a grammalogue forms a part of some other word, and in such cases the corresponding logogram may sometimes be used to form a part of the phonographic outline. For example, the word *to-morrow* may have the first syllable expressed by the logogram for *to* \. The remainder of the word is joined to it without lifting the pen, and should, of course, be vocalized. In such outlines, the portion written with the logogram should generally be placed in the position with reference to the line of writing which it would hold if written alone, the rest of the outline accommodating itself to the position of the logogram. When two logograms are used in the same outline, the first is usually placed in its own position with reference to the line of writing. The following is a list of the most frequently-occurring words written in this manner. Those printed with the double hyphen (=) are written with broken outlines connected by the phonographic hyphen.

Above=board, *above*-mentioned, *above*-named, *accord*ance, *accord*ant, *account*ant, *advantage*ous, *after*-dinner, *after*noon, *after*-taste, *afterthought*, *after*ward, *all*-round, *Al*-mighty, *al*most, *al*though, *altogether*, *any*body, *anyone*, *anything*, *anyway*, *anywhere*, *become*, *before*=hand, *behind*hand, *call*er, *care*ful, *care*less, *child*hood, *child*ish, *child*less, *child*like, *come*-down, *common*place, *common*wealth, *dear*er, *dear*est, *dear*ly, *dear*ness, *every*body, *every*-day, *everything*, *everywhere*, *first*-born, *first*=class, *first*hand, *for*sake, *for*sward, forth*with*, *for*ward, *full*-ness, *gentleman*=like, *good*by, *good*ly, *good*natured, *good*ness, *got*ten, *great*er, *great*ly, *great*ness, *improv*able, *in*deed, in*different-ce*, *in*set, *in*-side, *in*to, *in*ward, *just*ness, *letter*-writer, *lord*ly, *man*ful, *man*kind, *man-of*-war, *men-of*-war, *mind*ed, mis*under*stood, *more*over, *natur*al, *near*er, *near*ly, *near*ness, *no*body, *noway*, *nowhere*, *no*wise, *one*-sided, *on*ward, *part*ed, *part*ly, *pleasur*able, *six*fold, *six*pence, *so-called*, *somehow*, *something*, *somewhere*, *spirit*ed, *spirit*less, *spiritu*al, *sur*er, *sure*ty, *tell*er, *tell*tale, *ten*fold, *thereafter*, *there*at, *there*by, *therefor-e*, *there=of*, *there=on*, *thereto*, *there*unto, *thereupon*, *there=with*, *three*fold, *three*pence, *thought*ful, *thought*less, *to*-day, *to*-morrow, *two*-faced, *two*fold, un*called-for*, un*cared-for*, *under*bid, *underdo*, *under*go, *under*hand, *under=*rate, *under*score, *under*signed, *under*stand, *under*stood, *under*take, *under*went, *under=*writer, un*did*, un*do*, un*toward*, un*usual*, *up*hold, *up*right, *up*set, *up*ward, *way*-bill, *way*ward, *wel*fare, *well*-being, *well*-born, *well*-bred, *well*-known, *where*abouts, *where*as, *where*at, *where*by, *wherefore*, *whereof*, *where=on*, *whereupon*, *wherewith*, work*man*, *world*ly, w*ould-be*.

NOTE.—Whenever the logogram ***men*** is joined finally in compounding, the vowel must be written, as there would otherwise be danger of reading it ***man***.

Exercise on the Double-Length Logograms.



THE TICKS.

184. The Ticks.—The articles *the*, *a*, *an*, and the conjunction *and* are frequently written in phonography by means of a short tick joined to the outline of the next preceding or the next following word. The ticks are unshaded and are about as long as a vowel dash; that is, about one-fourth the length of the stroke *t*. The ticks should be used only when they make convenient joinings. A tick can never be joined when it makes an angle of more than ninety degrees with the stroke to which it is attached (unless a circle intervenes between it and such stroke), nor can it be joined on the concave side of a curve.

185. Tick-the.—The tick which represents *the* may be joined to the preceding word and is written downward in the direction of *ch* (see lines 1 to 5) or upward in the direction of *r* (see lines 6 to 8), as may be most convenient.

186. Tick a-an-and.—The words *a*, *an*, and *and* are all represented by the same tick. When joined to the preceding word the tick may be written in the direction of *t* (see lines 9 and 10) or of *k* (see lines 11 and 12), as may be more convenient; it is, however, preferably written to the following word, when it is invariably written in the direction of *k*. See lines 13 and 14. When it follows  it is written irregularly, as shown at the beginning of line 12.

DISJOINED AFFIXES.

187. Disjoined Affixes.—Certain frequently-recurring affixes are conveniently represented by special signs which are disjoined from the outline of the main word or "stem." Disjoined suffixes are placed near the end of the stem-outline and disjoined prefixes near its beginning.

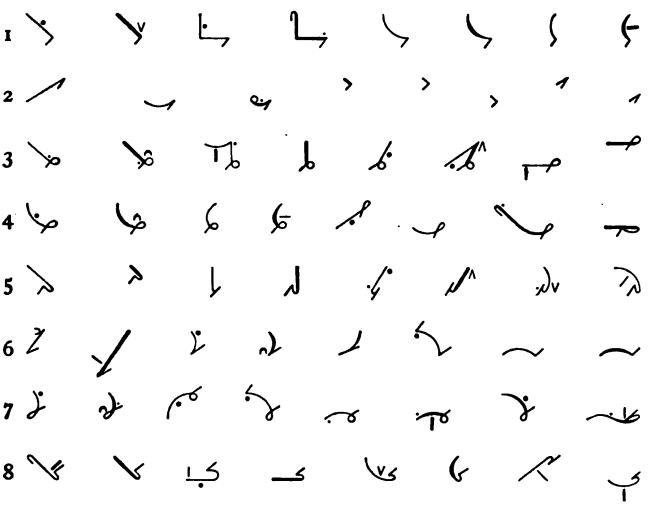
188. Disjoined Suffixes.

a. -ing. When the stem ends with involute motion the stroke  is generally the best form, as also it is after the strokes  . After evolute motion and after all other straight strokes use a small dot immediately following the stem-outline. See page 91, line 1.

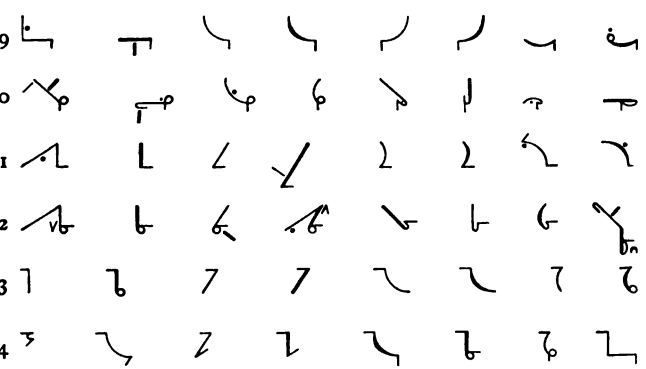
b. -ings. When *-ing* is represented by a dot, the plural should be represented by a small circle placed in the position of the dot. See page 91, line 2.

c. -ing-the. When *the* follows a word ending with the dot-*ing*,

Exercise on the Tick-the.



Exercise on the Tick A-an-and.



DISJOINED AFFIXES.—Concluded.

-ing-the may be expressed by writing the tick in the position of the dot. See opposite page, line 3. After *ch*, *j*, *s*, *z*, *sh*, and *zh* the disjoined tick may be struck in the direction of *p*.

d. -ly. In all cases where final *l* does not join conveniently, *-ly* may be expressed by a disjoined stroke-*l*. See line 4. In rapid writing it is sometimes convenient to write the disjoined *l* downward rather than upward.

e. -l-ty, *-r-ty*, usually *-ility*, *-ality*, and *-arity*, are expressed by disjoining that stroke which represents the consonant immediately preceding the affix. This disjoined stroke should be written close to and a little below the portion of the outline which precedes it. See line 5.

f. -ship is expressed by a disjoined stroke *sh*.

g. -self, *-selves*. *-self* is expressed by a disjoined circle-*s* written at the side of the last stroke of the stem. *-selves* is expressed by a large circle similarly placed.

189. Disjoined Prefixes.

a. Con-, *Com-*, *Cog-*. *Con-* and its modifications *com-* and *cog-* are represented by a light dot immediately preceding the beginning of the stem-outline. See line 8. When either of these syllables is found in the middle of a word, that is to say, when it is preceded by another prefix, the *con*, *com*, or *cog* is expressed by its omission, the portion of the word which precedes it being written near the beginning of the stem-outline. See line 9. This preceding portion may be vocalized for exactness, but in general this is not necessary.

b. Counter-, *Contra-*, *Contri-*, *Contro-* are expressed by a short tick generally in the direction of *ch*, but before *ray* and *m* it may be written in the direction of *p*. See line 10.

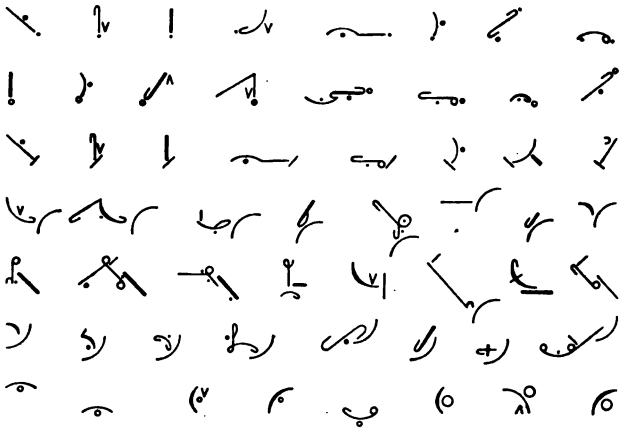
c. Circum- is expressed by a disjoined circle-*s* placed at the side of the first stroke of the stem-outline. See line 11.

d. Self- is expressed by the disjoined circle-*s* placed at the side of the first stroke of the stem-outline. If *self-* is followed by *-con-*, *-com-*, or *-cog-*, the circle should be written in the position of the dot *con;* that is, at the beginning of the stroke. See line 12.

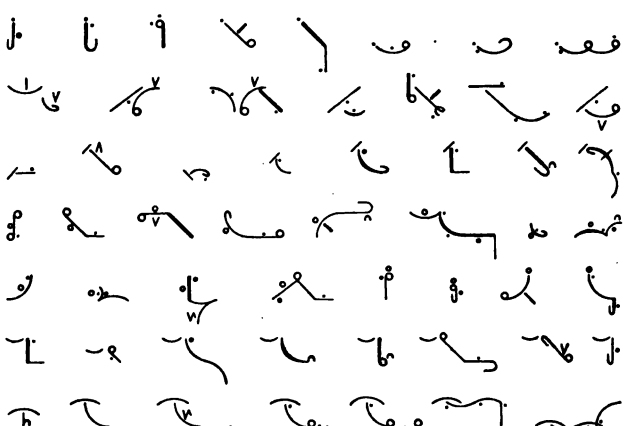
e. Inter-, *Intro-*, *Enter-* are expressed by half-length *n* disjoined. See line 13.

f. Magni-, *Magna-* are expressed by stroke-*m* disjoined. See line 14.

Exercise on Disjoined Suffixes.



Exercise on Disjoined Prefixes.



OUTLINE FORMATION.

190. New Kind of Practise Recommended.—The student who has thus far carefully studied the text and illustrations and who has mastered the writing exercises, is prepared to benefit by practise of a new kind; that is, *copying into phonography* connected matter taken, say, from any well-written English book or from the editorial page of a daily newspaper, and also, *writing from dictation* such matter at a rate of speed just within his power to follow the reader and write accurately. In writing such matter he will, of course, come upon many words not contained in the writing exercises of this *Manual*, but if these writing exercises have been faithfully practised and truly mastered, the student will have acquired a thorough familiarity with all the leading principles of outline formation and will write most of these new words without hesitation.

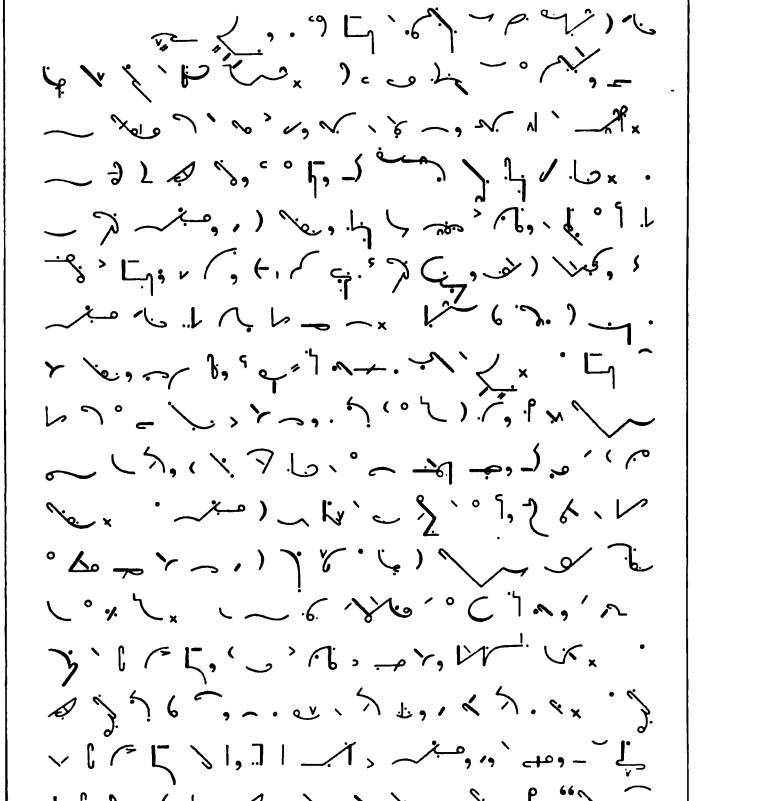
191. Variety of Outlines Possible.—Occasionally, however, he will meet with problems which will have to be solved. Since *t*, *d*, *f*, *v*, *s*, *z*, *sh*, *zh*, *l*, *r*, *n*, *w*, *y* and *h* are represented in phonography in more than one way, it is evident that many words may be written with several possible outlines. The word *abbreviation*, for instance, has no less than twenty-one *possible* forms, though not more than two of these can be considered as in any way available in practise.

192. Initial and Final Consonants.—The observant student of the foregoing pages will have recognized the fact that most of the rules respecting outline formation therein given are such as apply to the manner of writing the first and last consonants of outlines. See paragraphs 56, 57, 61, 62, 63, 64, 65, 66, 81, 93, 94, 96, 102, 105, 106, 107, 110, 115, 126, 145, 147, 148, 170. These rules are sufficiently extensive in their application to leave little, if any, doubt as to how to write initial and final consonants.

193. Medial Consonants.—No hard and fast rules can be formulated for determining the manner of writing those consonants which lie between the first and last consonants of any word. In many, indeed most, cases it is the necessary result of the kind of phonographic material available for writing the word. In certain cases, however, the medial consonant is capable of several forms of expression and the learner may sometimes well be in doubt in determining whether to express medial consonants by means of appendages and

EXERCISES IN THE CORRESPONDING STYLE.

Benevolence.



modified strokes or to write them out "in full" with the alphabetic strokes. In the case of medial *s* and *z* no difficulty is felt, for the circle is almost invariably the available and desirable form. See paragraph 81 *h*. The medial use of the loop to represent *st* is quite restricted (see paragraph 91 *c*) owing to the fact that in most cases the loop would, if used, be followed by a stroke written in such a direction as to cut through the stroke to which the loop is attached. Most of the doubtful cases are, therefore, those of medial consonants which *may* be expressed by hooks.

194. Motives of Outline Formation.—The two all-important considerations which must guide the phonographer in determining whether to use the hook or the stroke representation of such medial consonants are *certainty in reading* and *facility in writing*, which are, indeed, only equivalent expressions for *legibility* and *speed*. Growing out of these considerations are certain "motives" of outline formation which in the absence of definite rules, must determine the particular form to be used. These may best be illustrated by outlines containing a medial *n*. They are:

a. Balance of Motion. It is desirable to avoid the occurrence of the same kind of curvilinear motion both preceding and following a straight stroke and at a tangent thereto. For this reason words like *branch*, *apprentice*, *springe*, *cringe*, *grange*, are written with the stroke-*n*, and words like *plunge*, *sponge*, *blanch*, *blench*, are written with the hook. This secures in both cases what has been aptly called the "balance of motion" and maintains the straightness of the stroke, which otherwise, in rapid writing, would tend to become a curve.

b. Avoidance of Obtuse Angles. It is desirable to eliminate obtuse angles, as checked joinings (see par. 24) are easily and rapidly made in exact proportion to the diminution of the angle. For this reason words like *serenity*, *warranty*, *wrench*, *range*, are written with the stroke-*n* instead of the hook, and words like *tinge*, *dingy*, *Dante*, are written with the hook instead of the stroke.

c. Avoidance of Unnecessary Checks. It is desirable to reduce the number of checks in any outline, and for this reason the use of the hook in such words as *clinic*, *tinge*, *jaunty*, *canopy*, *chinchilla*, is preferable to the use of the stroke.

d. Avoidance of Abrupt Checks. It is desirable to avoid abrupt

Bridging East River.

or "jerky" checks and to substitute for them, whenever possible, such as produce smooth, flowing outlines. Thus, the stroke is to be preferred to the hook in such words as *month*, *Monday*, *eminence*, *prominence*, *manage*, *impinge*, etc.

e. Avoidance of Imperfect Hooks. It is desirable to avoid imperfect hooks, especially such as are highly imperfect, and for this reason the use of the stroke in words like *tonic*, *carbonic*, *panic*, is preferable to the use of the hook. In like manner, in words like *assignor*, *dinner*, *joiner*, the *nr*-hook is preferable to the *n*-hook followed by a downward *r*.

f. Derivation. It is desirable to write derivative words in accordance with the outlines used for the primitive words from which they are immediately taken. For this reason it is better to use the hook in such words as *finer*, *finest*, *finely*, *fineness*, *finery*, thus building the outlines for these words upon the form of the primitive *fine*.

195. **Conflicting Motives.**—It will be seen that in deciding the outline for a given word we may have to consider two or even more conflicting motives, each of which, if considered by itself, would lead to an outline different from that indicated by the others. In such cases the balance of advantage must be kept in view; and here it is that outline-building affords some play for individual judgment and taste. Happily, the opinions of the best reporters do not vary widely in such matters; but there will probably never be absolute uniformity of practise among them, as some will always attach greater value to certain motives than do others. Whatever variation may exist, however, among well-trained phonographers will not in the slightest degree affect their power to read each other's notes, so long as the latter are written with reasonable care as to penmanship.

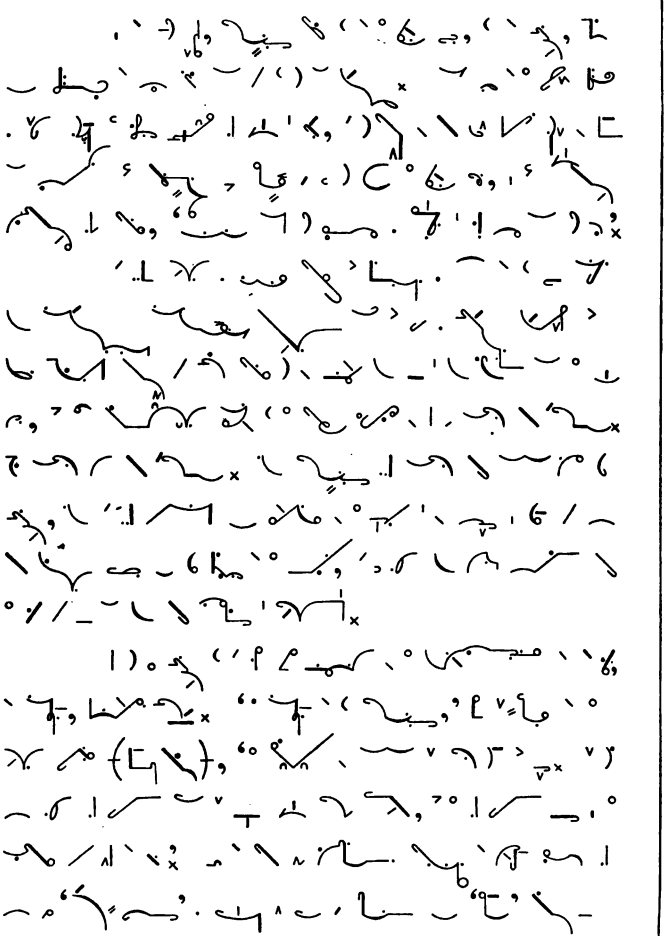
196. **Use of the "Phonographic Dictionary."**—Whenever in copying printed matter into phonography the learner meets with a word the correct outline for which does not unhesitatingly come into his mind, he should carefully weigh the principles and motives of outline formation which should lead him to a decision, and he should then write the word in accordance with his *own* judgment. On reading his notes—for *all* notes should be carefully read and criticised by the learner—each doubtful word should be marked and the student's outline compared with that given for the word in the *Phonographic Dic-*

tionary. Should any discrepancy exist between the two, he should then endeavor to discover the reason therefor, and by repeatedly copying the *Dictionary* form make it thoroughly his own. In writing from dictation, the young phonographer must not pause to split hairs in deciding upon a dubious outline, but should promptly and boldly write an outline for the word, which, if not the best possible, shall, at least, express all its consonants in their proper order and in such form as to be *vocalizable*. On reading the notes so taken, the outline should be marked and compared with the *Dictionary* form. *The Dictionary should never be used to save the learner the trouble of thinking how an outline should be written.* Successful phonographers are not made by any process of mere memorizing of outlines. If, however, the *Dictionary* is consulted *after* the student has done his best in any case, it will prove a helpful friend and an invaluable timesaver, especially to the self-instructed student.

197. The Study of Printed Phonography.—The learner who wishes to avail himself of all possible helps will not neglect to read and copy a great deal of printed phonography. By observing, comparing and reflecting upon the outlines which he will there find, he will rapidly gain familiarity with the best methods of outline formation. It is also an excellent exercise to transcribe into longhand printed phonographic pages which have been carefully read and studied and then turn the matter back into phonography either by copying or from dictation. The fidelity with which notes so written correspond to the printed notes should then be observed and discrepancies marked for special practise. Suitable printed phonography for the kind of practise here recommended will be found on the pages opposite this chapter, in the *Phonographic Readers*, and in monthly instalments in the pages of the *Phonographic Magazine*.

198. Deviations from the Standard in Rapid Writing.—As the student through prolonged and faithful practise gains more and more familiarity with phonographic forms, he will find it easier and easier to execute them with the pen or pencil rapidly and gracefully. In so doing minor deviations from the absolute standard of proportion, slant and shade will of necessity creep into his writing, but these should be carefully kept within the narrowest limits consistent with an easy and natural style of writing. The student who has most

Franklin as a Printer.



conscientiously adhered to the exact standard of proportion in the earlier stages of his practise will be the one who can, with greatest safety and in the shortest time, adopt a dashing, cursive mode of writing without diminishing the legibility of his notes. No fixed standard of size can be prescribed which will be equally suitable to all writers, but the size adopted in these pages is that best adapted to the average phonographer, who should avoid, on the one hand, a large and clumsy style of writing, and, on the other, one too much cramped and condensed. The matter of chief importance, however, whatever standard of size may be adopted, is to retain the proper *proportion* between the full-length, half-length and double-length strokes. This caution is especially necessary in the case of strokes which stand alone—not joined to other strokes. Many learners show a tendency to efface the distinction between the three sizes of strokes by making the half-lengths a little too long and the double-lengths a little too short. This should be carefully guarded against and if any deviation from the true standard be allowed it should be in precisely the opposite direction—that of making the half-lengths a trifle shorter and the double-lengths a trifle longer than their true proportions. No detriment to legibility can result from this course, and, unless it be pushed to an unreasonable extent, it will impose no restriction upon the writer's speed.

199. **The "Corresponding Style."**—The student whose object in learning phonography is simply to find in it a convenient and time-saving substitute for longhand in letter-writing, diarizing, personal memoranda, and the like, need give his further attention only to the faithful practise of vocalized phonography as explained in the foregoing paragraphs. He will, however, find it convenient to omit the vowels from the frequently-recurring words given on page 102. The form of writing thus produced has been called, for the sake of distinction, the "corresponding style" of phonography. No doubt, however, most learners of the art desire to acquire at least that degree of skill in phonographic writing which will enable them to take dictations with considerable speed, and such are advised to proceed at once to the study of the "easy reporting style" on page 172.

OUTLINES OF WORDS

OF FREQUENT OCCURENCE, UNNECESSARY TO VOCALIZE.

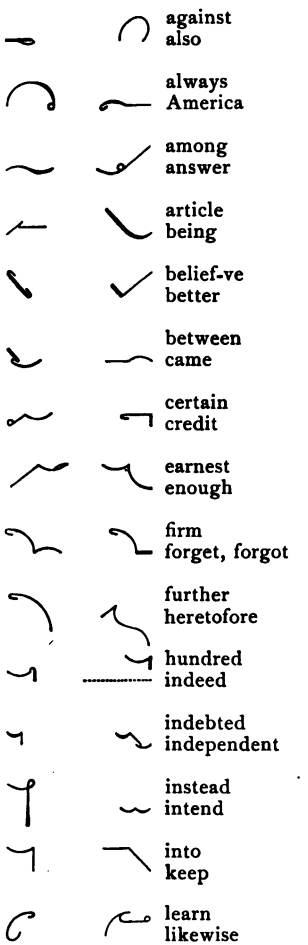


TABLE OF GRAMMALOGUES.

ARRANGED ALPHABETICALLY FOR THE WRITER.

A		Be		did*	
above		been		differ-ed ent-ce	
accord-ing-ly*		before		difficult-y	
account		behind*		do	
advantage		beyond*		done	
after		but		Every	
again		Call*		First	
all *		called*		for	
alone		can		from	
already *		cannot*		full-y	
an		care		Gave	
and		cared		general-ly	
another		could		gentleman	
any*		child*		gentlemen*	
are		come		get	
as		common*		give-n*	
aught*		Dear		gone*	

* The logogram is written above the line.

TABLE OF GRAMMALOGUES.—Continued.

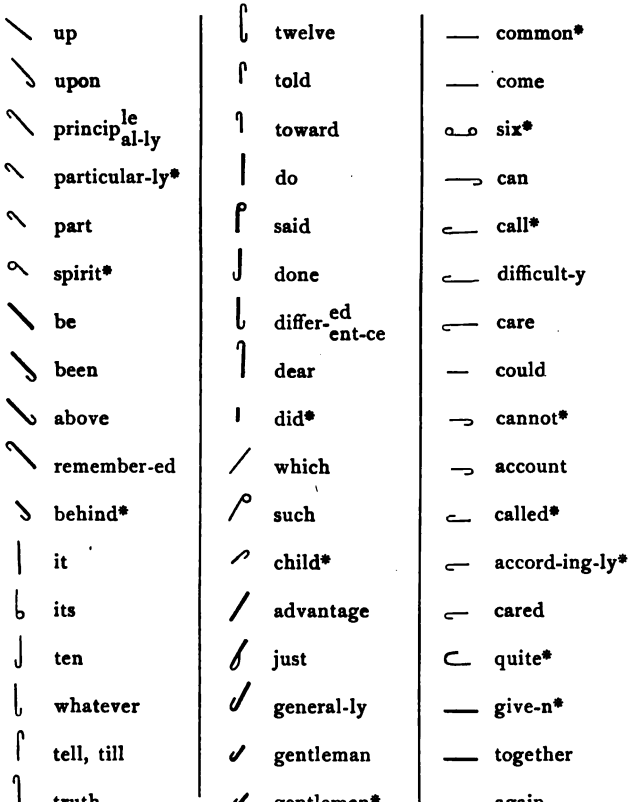
good
got*
great
Has
have
he*
him
his*
how
I*
immediate-ly*
important-ce*
improve-ed ment
in*
is*
it
its
Just
Know
Let
letter
lord*
Made
man
matter
may
me*
men*
might*
mind*
more
most
Mr.*
must
my*
Nature
near*
neither*
next
no
none
nor*
not*
Of*
on*
one
only
opinion*
or*
ought*
Part
particular-ly*
phonography
pleasure
princip le al-ly
Quite*
Read*
remark*
remember-ed
Said
seem*
seemed*
seen*

TABLE OF GRAMMALOGUES.—Concluded.

shall-t		three		what*	
should		till		whatever	
six*		to		when*	
so		together		where	
some		told		which	
spirit*		too		whichever	
such		toward		who	
sure-ly		truth		will	
Tell		twelve		with*	
ten		two		without	
than		Under		word	
that*		up		world	
the*		upon		would	
their		usual-ly		Ye*	
them		Very		yet	
then		Was		you	
there		way		young	
thing*		we*		your	
think		well		yours	
this		went			
thought*		were			

TABLE OF LOGOGRAMS.

ARRANGED PHONETICALLY FOR THE READER.



*The logogram is written above the line.

TABLE OF LOGOGRAMS.—Continued.

 gone*

 gave

 got*

 good, get

 great

 for

 phonography

 full-y

 from

 after

 have

 every, very

 think

 three

 thought*

 them

 this

 than, then

 the ir re

 that*

 without

 so

 first

 was

 is, his*

 as, has

 shall-t

 sure-ly

 usual-ly

 pleasure

 will

 alone

 well

 let

 letter

 are

 where

 world

 lord, read*

 word

 my, me*

 him, may

 some

 seem*

 most, must

 men*

 man

 Mr., remark*

 more

 might*

 immediate-ly*

 made

 seemed*

 mind*

 important-ce*

 improve-ed ment

 matter

 in, any*

 no, know

 seen*

TABLE OF LOGOGRAMS.—Concluded.

next	way	or*
opinion*	your	but
none	yours	on*
when*	he*	should
one	the*	I*
only	a	how
nor, near*	an, and	we*
not*	all*	with*
nature	too, two	were
under	already*	what*
went	before	would
neither*	ought, aught*	ye*
another	who	you
thing*	of*	yet
young	to	beyond*

WRITING EXERCISES.

DIRECTIONS TO THE STUDENT

200. Necessity for Writing Exercises.—The explanations and reading exercises in the preceding portion of this book will, if carefully studied, enable the learner correctly and rapidly to *read* printed phonography. The power to do this, however, does not of necessity imply the power to *write* phonography either correctly or rapidly. The way to learn to write phonography is *to write it*, and no learner can hope to become a skillful reporter, who is not willing to cover reams of paper with phonographic notes written with painstaking care. The following exercises have been prepared with great care in order to furnish the exact kind of writing practise needed by the student as he progresses from point to point in learning the system, and until he has fully mastered these exercises, he should confine his writing practise strictly to them, after which he may with advantage practise upon a great variety of matter of his own selection.

201. Writing Materials.—Before setting out to write the exercises, the student must, of course, provide himself with the necessary writing materials, consisting of paper, pen and ink, and pencil, and the very best quality of each should be selected. All are so cheap that no economy can be exercised in chosing an inferior grade.

202. Paper.—Phonography should be written on ruled paper only. Expressly for the use of learners copy-books are prepared with double lines between which the phonographic characters are to be written. Double-ruled paper, though not a necessity to the beginner, is a great help to him, as it assists him to secure uniformity of size in writing. The student is advised to get at least four phonographic copy-books, or their equivalent in "student's paper" to be used as hereafter directed.

203. Pen and Ink—Pencil.—Pen and ink are, under all ordinary circumstances, to be preferred to the pencil, and the learner should begin to use them at once. A rather fine-pointed, soft, steel pen should be selected, such as the Phonographic Institute Steel Pen No.

1, the Spencerian Nos. 1 and 2, or the Gillott No. 332. Many excellent inks are in the market, and it is unnecessary to specify any particular make. Use the pen generally and occasionally the pencil, but do not confine yourself exclusively to either. The pencil, when used, should be of medium hardness and small diameter, such as the Phonographic Institute Lead Pencil.

204. **Manner of Holding the Pen or Pencil.**—The opinion of phonographers will probably remain divided as to the best method of holding the pen or pencil. The learner is advised to hold his pen or pencil in the manner usual in writing long-hand—between the thumb and the first and second fingers—unless he finds that in so doing, he is unable easily and accurately to write the stroke *t* in an exactly vertical direction. If after a few day's practise any difficulty which may be found in doing this does not disappear, he may find it of advantage to hold the pen between the first and second fingers, keeping it in place with the thumb. Whichever method is adopted, the hand should be supported lightly on the nails of the third and fourth finger, and the student should sit squarely in front of the desk or table, steadying his body with the left arm, so that the right arm may be perfectly free and unimpeded as the hand glides smoothly and easily from the beginning to the end of each line of writing.

205. **Preparation for the Writing Exercise.**—The learner should take up writing Exercise I, and each exercise thereafter, only after having made careful preparation for each, in turn, by studying the text corresponding to it and copying many times the reading exercise on the page opposite the text. He is advised to do this in the following manner: Take one of the four copy-books referred to in paragraph 202 and mark it "Practise Book." Write in this practise book each outline of the engraved reading exercises on page 17, placing each outline on a separate line and at the extreme left end thereof. When the exercise is thus finished, it will be *in column* at the left side of several succeeding pages of the book. These outlines should now be carefully criticised and corrected by the teacher, or by the student himself, if self-instructed. Now begin with the first line, and fill it with as many repetitions of the outline that begins it as can be made to go on the line without undue crowding. Each form should be made slowly, neatly and carefully, and each should be

compared with those preceding it, so that any inaccuracy in its formation may be improved upon in the next. When all the lines are filled in this manner, the work should again be criticised, but this time at the *right* side of the page. All slovenly, misshapen, or otherwise defective outlines should be marked and rewritten in the second copy-book (which should be marked "Correction Book"), at least one line being written of each corrected outline.

206. How to Practise the Writing Exercise.—When this thorough preparation has been completed, the learner should take up the writing exercise. Write the words "in column," in the third copy-book, which should be marked "Exercise Book." This first, or left-hand, column should then receive careful criticism from the teacher, or from the student himself, after which each line should be carefully filled. Finally, the right-hand column should be criticised, and all defective outlines again practised in the correction book.

207. Dictation Exercises.—So much practise of the lesson, slowly and carefully written, will have fitted the learner to benefit greatly by the dictation exercise which follows the writing exercise. This should now be *read aloud* by the teacher or other reader, and the words should be written and rewritten in the fourth copy-book (marked "Dictation Book") until the learner can write every word in it without an instant's hesitation. It is *not* recommended that the learner should try to write the outline itself with any great speed, though, of course, he should be prompt and waste no time in writing it. No speed will be gained by trying to "hurry up" but rather by acquiring perfect familiarity with each principle in turn through such frequent repetition of the dictation exercise as will insure that every outline can be written with perfect promptitude and with no trace of the hesitation which comes of having to "stop to think," even momentarily, how any outline shall be written.

208. Hints to Self-instructed Learners.—Write slowly and carefully at the outset. The foundation of a good style of writing can be laid only by precision in the formation of the phonographic characters in the early exercises. Form your first outlines just as if you were drawing rather than writing them. Rapidity can be secured by repetition and practise, and by diligent practise both rapidity and accuracy may be attained. If, however, your desire to write fast is

permitted to outweigh your resolution to write well, you will not only delay your attainment of real swiftness, but you will, most likely, confirm in yourself a slovenly and illegible habit of writing. During the first month of your practise you should make it a rule (*a*) to name each character aloud as you write it; (*b*) to trace each character as you read it. By pronouncing each character aloud as you write it, the ear, eye and hand are trained at the same time—the ear to recognize the sound, the hand to shape the sign, and the eye to judge of the accuracy of the formation. No student can expect to become a good writer of phonography, whose ear, eye and hand have not been equally and harmoniously trained. When reading printed phonographic exercises, or your own writing, let your practise be to *trace* the outline of each word as you read it, by using a wooden stick sharpened to a point, or a pen without ink. It will greatly facilitate your acquirement of phonography carefully to read and review each day the exercises written on the preceding one. They should be read and re-read, aloud, until this can be done without hesitation. The neglect of this rule will waste your time, cause you to over-look much that you might profitably review, and in other ways hinder your progress. Do not read through the entire book before beginning to write, but master each writing exercise in turn before proceeding to the study of the next principle. Still less need you display your skill by attempting to "puzzle out" sentences at the end of the book, before you are familiar with the elements of which they are composed. This advice will be needed only by those who have not the good sense to perceive, or whose minds have not been so far disciplined by study as to know that no art or science can be truly mastered, the study of which is not begun and continued in a systematic manner.

EXERCISE I.

Combinations of Consonants.—See paragraphs 21 to 24.

Pars. 21 and 22.—P-lay, b-ray, d-lay, ch-lay, j-ray, v-lay, s-lay, lay-b, lay-d, lay-f, lay-dh, ray-d, ray-p, ray-v, ray-ish.

Par, 23 *a*.—K-m, k-ng, g-mp, m-g, n-k, n-ng.

Par. 23 *b*.—P-g, b-k, b-mp, t-m, t-ng, d-m, d-ng, ch-mp, j-g, j-n, f-ng, v-n, th-m, s-m, ish-k, ish-n, lay-n, ray-n, ar-g, ar-n, w-ng, k-lay, g-ray, mp-lay.

Par. 23 *c*.—K-b, k-ch, k-v, k-ish, g-t, g-f, g-ish, m-ch, mv, mb-d, n-b, n-ch, n-v, n-el.

Par. 23 *d*.—P-d, p-f, p-ar, b-j, b-dh, t-p, t-th, t-ar, d-ch, d-z, ch-p, ch-d, j-b, j-s, f-p, f-ch, f-s, f-el, v-el, th-f, ar-ar, w-j, w-ar, y-el.

Par. 23 *e*.—Lay-ray, lay-lay, ray-lay, h-lay.

Dictation Exercise. — P-ray, b-lay, t-lay, t-ray, d-ray, d-shay, ch-ray, j-lay, f-lay, f-ray, v-ray, th-ray, z-lay, z-ray, ish-ray, lay-p, lay-t, lay-ch, lay-j, lay-v, lay-th, ar-lay, ar-ray, ray-b, ray-t, ray-ch, ray-j, ray-th, ray-z, ray-zh, ray-el, k-n, k-mp, g-m, g-n, g-ng, m-k, m-m, mb-m, n-g, n-n, ng-k, p-k, p-m, p-mp, b-g, b-m, t-k, t-g, t-mp, t-n, d-k, d-g, d-mp, d-n, ch-k, ch-m, ch-n, j-k, j-m, j-mp, f-m, f-n, v-m, v-mp, v-ng, th-k, th-mp, s-k, s-n, z-n, ish-g, ish-m, lay-m, lay-mp, ray-k, ray-g, ray-ng, ar-k, ar-m, ar-mp, w-k, w-g, y-k, y-m, k-ray, g-lay, m-lay, m-ray, mp-ray, k-p, k-t, k-d, k-j, k-f, k-th, k-z, g-p, g-b, g-d, g-j, g-th, g-z, m-t, m-d, m-j, m-f, m-th, mp-t, mp-ch, n-p, n-t, n-d, n-j, n-f, n-z, n-ish, n-ar, p-t, p-ch, p-j, p-th, p-ish, b-t, b-ch, b-v, b-th, b-ish, b-ar, t-b, t-ch, t-dh, t-el, d-p, d-b, d-j, d-th, d-el, d-ar, ch-b, ch-t, ch-f, ch-ar, j-t, j-d, j-el, j-ar, f-b, f-d, f-j, f-th, f-z, f-ish, v-t, v-ch, th-d, th-ch, th-v, th-el, w-p, w-b, w-k, w-g, lay-lay, ray-lay, t-m-lay, d-m-ray, t-mp-lay, ray-p-ar, n-t-m, n-v-d, b-lay-t, n-g-j, b-k-m, t-ray-f, p-ar-lay, ray-v-n, d-n-ng, ar-m-d, ray-b-k, b-ray-d, v-lay-v, k-v-t, d-n-d, lay-v-t, ray-b-ray, lay-lay-t, ar-m-v, t-ray-n, v-ray-t, m-ray-t, k-ray-d, ray-d-lay, n-f-m, lay-v-ng, m-ray-k, ray-n-d, g-lay-f, t-n-s, el-k-lay, f-m-lay, f-ray-th, d-k-d, m-m-ray, p-ray-ish, h-p-lay, ray-b-t, d-p-t, n-t-ray, p-ray-t, p-ray-d, ray-ng-k, d-shay-ng, k-m-lay, m-lay-t, n-b-lay-t, k-p-lay-ray, p-ray-s-d, b-m-ray-ng, n-t-ray-el, ar-m-v-ng, n-t-ray-t, mp-lay-f-ng, n-t-lay-p.

EXERCISE II.

Combinations of Consonants.—Continued. — See paragraphs 25 to 28.

Par. 25 *a*.—P-p, d-d, k-k.

Par. 25 *b*.—F-shay, th-ng, lay-w, m-z.

Par. 25 *c*.—P-ng, t-ish, t-v, v-k, m-p, f-ar, dh-s, z-th, lay-shay, m-n, n-m, w-f.

Par. 26 *a*.—B-n, d-t, ch-j, g-k, th-b.

Par. 26 *b*.—B-ng, d-v, dh-b, zh-y, w-v.

Par. 27.—Ch-th, j-dh, z-ch, dh-shay, lay-s, el-ng.

Dictation Exercise. — B-b, t-t, ch-ch, j-j, g-g, ray-ray, v-shay, th-n, dh-n, lay-ar, ar-ish, m-s, mp-s, p-n, p-s, p-z, t-zh, t-f, k-ar, f-k, th-p, lay-k, w-t, y-t, v-ar, th-s, s-th, s-dh, ish-el, zh-el, ar-f, ar-v, m-ng, mp-n, n-mp, ng-m, p-b, b-p, b-s, t-d, d-ish, d-f, j-ch, k-g, g-ar, f-g, lay-g, m-b, b-z, d-zh, v-g, v-w, dh-z, z-dh, mp-z, w-d, y-d, y-zh, ch-dh,

j-th, s-ch, s-j, z-j, th-shay, m-ish, mp-ish, lay-z, el-n, f-el-ng, n-m-lay, p-s-lay, el-ng-th, k-v-lay-ar, t-d-m, el-n-j, n-f-ar-m, k-r-k, m-n-f-k-t-ray, m-n-p-lay, m-ng-k, f-k-t, h-ray-t, ray-ray-lay, n-m-t, m-n-t-lay, w-v-d, v-k-t-ray, b-ng-k, k-k-ray, lay-shay-t, f-el-shay, f-shay-n-s, p-lay-s, m-lay-ish, d-mp-ish.

EXERCISE III.

Words Containing Long Vowels.—See paragraphs 29 to 33.

Write the six long vowels *after* the consonants p, t, g, f, s, ray, m, n.

Write the six long vowels *before* the consonants b, d, ch, v, s, ish, ar, m, ng.

Write the six long vowels *after* lay, hay, (see par. 34).

Dictation Exercise.—Be, bay, bah, baw, bow, boo; dee, day, dah, daw, dough, doo; key, kay, kah, kaw, ko, koo; re, ray, rah, raw, ro, roo; the, thay, thah, thaw, tho, thoo; she, shay, shah, shaw, sho, shoo; lee, lay, lah, law, low, loo; we, way, wah, waw, wo, woo; epe, ape, ahp, awp, ope, oop; ete, ate, aht, awt, ote, oot; eke, ake, ahk, awk, oke, ook; efe, afe, ahf, awf, ofe, oof; eeth, ayth, ahth, awth, oath, ooth; eeze, aze, ahz, awz, oze, ooz; eel, ale, ahl, awl, ole, ool; een, ane, ahn, awn, own, oon.

EXERCISE IV.

Words Containing Long Vowels.—Continued.—See paragraphs 34 to 38.

In writing this exercise the pupil must pay no attention to the usual spelling of a word, but simply to its sound when deliberately pronounced. Write *lay, shay* and *ray* unless *l, sh* and *r* are printed with an italic letter, when *el, ish* and *ar* should be used.

Me, may, nay, no, gnaw, see, say, bee, bay, bah, tea, toe, pay, day, do, though, haw, paw, eat, hay, oat, ate, ale, owes, ooze, each, chew, team, hoe, jaw, meek, peak, poke, name, came, babe, balk, both, mail, bathe, peel, Paul, beam, teach, maim, teeth, tale, boat, tall, fade, deep, peep, *sh*ade, *sh*ape, shave, *sh*eep, daub, deal, beak, dale, also, below, detail, vacate, dado, aid, caw, daw, ease, cheek, gnawed, heap, jay, rage.

Dictation Exercise.—Ace, ache, age, ail, aim, ape, awed, awes, awl, bail, bait, bake, bale, ball, bathe, beach, beak, beat, became, bedaub, belay, beneath, bole, bought, bow, bowl, cage, cake, caked, cape, caulk, caulked, cawed, chalk, cheap, choke, coach, coal, cocoa, code, coke, comb, coo, cope, cork, dame, date, debauch, decay,

deem, defame, delay, depot, doe, doge, dole, dome, dote, dough, eel, eke, elope, Esau, eve, evoke, evoked, fa, faith, fame, fay, fee, feed, female, fief, Fiji, foam, foe, folk, forego, foresee, forge, fork, form, forth, gage, gale, gall, Galway, game, gay, go, goal, goat, gorge, heath, heed, jail, Jew, Jerome, Job, Joe, joke, jole, kale, keel, keep, key, keyed, knave, knee, laid, lathe, lave, law, lay, lea, leach, leaf, leal, leap, leash, leave, Leech, Leith, Lethe, liege, loaf, loath, loathe, lobe, lope, low, lowed, ma, mail-coach, make, Malay, male, mall, Maumee, maw, May-day, may-pole, meal, Mobile, mole, mope, moped, moth, mow, nape, neap, neigh, neighed, oaf, oak, oath, oatmeal, obey, ode, off, opaque, Osage, own, pa, page, paid, pail, pall, pawed, pay-day, pea, peach, peal, peeped, peerage, Phœbe, poach, pole, pope, porch, pork, pshaw, saw, *sh*ah, *sh*ake, shale, *sh*ame, shawl, *Sh*awnee, *sh*e, sheaf, *sh*eath, *sh*eathe, sheave, shoal, *sh*oe, *sh*ow, *sh*owed, sow (*v.*), tail, take, talk, tame, tape, teak, teem, teethe, thaw, thawed, theme, they, thief, thieve, thong, thonged, toll, tomato, tome, torch, tow, vague, veto, vetoed, vogue, wade, wage, wait, wake, wave, waved, weak, weigh, weighed, weight, woe, woke, woo, wove, wreath, wreathe, wrong, wronged, Ya*l*e, yaw*l*, yea.

EXERCISE V.

Words Containing Short Vowels.—See paragraphs 39 to 41.

First-place light dot: Bit, pick, tick, ditch, pitch, pig, pith, big, Dick, dig, dip, dim, tip, pity, pitchy, finny, pithy, ditty, Biddy, busy, tinny.

Second-place light dot (written before the second consonant): Etch, beck, debt, bet, peck, peg, egg, edge, deck, fed, death, beg, jet, fetch, keg, Betty, jetty, Jenny, penny, bevy, Jessie.

Third-place light dot: Pad, patch, add, a*sh*, at, tack, bag, bat, pap, batch, nag, match, tap, baggy, taffy, natty, chatty, Fanny.

First-place light dash: Odd, botch, pop, pod, bog, bob, fog, knock, dodge, top, dock, Tom, dot, jockey, Johnny, Bobby, poppy, copy, bonny, doggy.

Second-place light dash: Up, us, pup, bug, touch, tuck, duck, pug, tub, tug, buck, tongue, Dutch, dug, puppy, putty, buggy, duchy, dummy, puffy, touchy.

Third-place light dash: Cook, hood, book, look, took, nook, pussy, cuckoo, cooky, goody.

Dictation Exercise.—Abbey, abbot, acid, academy, Adam, adage, agile, agility, agilely, agate, aiming, alley, alp, amity, anthem,

antimony, apogee, affect, apish, apothegm, apologue, Ashley, atom, atomy, attic, autumn, audit, awning, badge, balky, back, bang, Bailey, ballet, baby, bamboo, bailiff, barony, baggage, banged, bank, banging, beamy, beachy, bell, belly, bellow, Betty, beaming, Bellamy, belch, benumb, benignity, bill, billow, Biddy, bilge, bilk, bomb, botchy, boggy, bony, bot, body, Bombay, bookish, bobbed, bottom, botanic, budge, bush, bushy, bung, bull, bully, butt, bulb, bulge, bulk, bulky, bullock, bunged, bunk, bump, cap, cab, catch, cash, callow, cad, caddy, cabbage, cavity, camp, cacophony, catechetic, chip, chop, chap, chappy, chub, chubby, chaffy, chum, chick, chalky, chock, check, chuck, chill, chilly, Chitty, chimney, Choctaw, chink, chunk, chump, chid, champ, cob, coffee, covey, cock, cog, cozy, coney, cod, covet, comity, comedy, comic, cockney, cogged, Congo, cocked, cockade, coquette, cooked, cup, cub, cull, cud, dab, dam, dash, Davy, daily, dally, daisy, daddy, damage, damming, damp, damning, dell, depth, deeming, delve, decoct, dish, dicky, ding, dill, dizzy, ditto, dimity, dimly, dimming, dimple, doth, dog, doll, dolly, doggish, donkey, dub, Duffy, dumb, dull, dump, dumpy, easily, ebb, ebony, echoed, eddy, Edith, effigy, effect, ell, elbow, elf, em, Emily, empty, embody, embassy, emphatic, enough, envy, enemy, Enoch, enmity, entomb, encage, entombing, epic, epoch, epilogue, ethic, evolve, evict, fadge, fag, fang, fatty, famish, fathom, fagot, fagged, fell, fenny, fip, fib, fish, fishy, fig, fill, filth, fidgety, fop, fob, foggy, foppish, foaming, foggily, foxy, fudge, fussy, fuzzy, funny, fumble, gap, gab, Gath, gash, gang, gaily, galley, gag, gawky, gassy, gaudy, gaming, gaudily, gagged, gem, gemmy, Genesee, gill, gig, giddy, giddily, gipsy, gnash, gob, Goth, gong, Gotham, gothic, gum, gummy, gush, gull, gully, Guinea, gumming, haughty, hatch, hang, havoc, haddock, hank, hanging, happy, happily, haughtily, Hadley, hanged, heavy, head, heady, hedge, headache, hid, hitch, hinge, hod, hodgepodge, hutch, hush, hung, hunch, hunk, hunchback, if, ill, image, imp, inveigh, inch, inning, ink, inky, into, infamy, invoke, inanity, infect, invoked, invocate, intimacy, indemnity, issue, issued, itch, itchy, jam, jack, jag, jaggy, jamming, jalap, Jacob, jackdaw, jelly, jiffy, jig, job, jog, jolly, jot, jollity, jollily, judge, juicy, jut, jutty, jubilee, judged, junk, jump, kedge, Kelly, kith, kip, king, kill, kick, Kinney, kid, kink, kicked, knob, knotty, lap, lath, lathy, latch, lazy, lady, leafy, levee, levy, ledge, lessee, lip, Liffy, live, Livy, lily, lop, love, lodge, loll, lowly, lobby, luff, lull, Mab, mash, Mackey, Macy, massy, mazy, many, Matty, map, mammoth, maiming, manage, magic, maggoty, maggot, malmsey, Manasseh, mapped, melody, mesh, mealy, mellow, meaty, meadow, memory, mephitic, memento, metonymy, miff, mill, minnow, mimic, mink, mob, moth, mock, mothy, Moll, Molly, mossy, money, motto, moody, mop, moving, moodily, moldy, monody, Monday, monied, month, monk, mopped, mobbed, monotony, muff, mum, mummy, much, mush, muck, mucky,

mug, muggy, mull, muddy, mulberry, munch, myth, nap, nab, navy, nack, naughty, nabob, Nancy, neck, needy, nip, nib, niche, nick, ninny, nickname, nicknack, notch, nog, nothing. nudge, nub, numb, nutty, nutmeg, nymph, oakum, oddly, oddity, olive, oozy, opal, owning, palmy, pack, pal, pappy, patty, Paddy, pang, party, parity, parody, Paynim, panic, package, petty, pelf, peacock, peeped. Philip, pi*sh*, pick, pill, pillow, pip, pillory, pillage, pigmy, pink, pitied, pipped, pimple, pock, pocky, Poll, Polly, posy, pony, popi*sh*, polity, polish, Polish, porridge, popped, poppet, pomp, Pompey, Poughkeepsie, pu*sh*, pull, pulley, pulp, pulpy, puppet, pump, Putnam, *sh*ip, *sh*op, *sh*abby, *sh*ame, *Sh*em, *sh*am, *sh*ock, *sh*ook, *sh*ag, *sh*aggy, *sh*od, *sh*ed, *sh*ad, *sh*ady, *sh*adow, tabby, tag, tally, tallow, tank, tamely, Tammany, taming, tactic, techy, Teddy, techily, teaming, teething, Tennessee, thumb, thatch, thick, thump, thimble, tissue, tiptoe, Timothy, tipsy, tiptop, Todd, toddy, toady, tonic, touchily, topic, tobacco, tush, unwove, unhung, unsay, uneasy, unto, unpack, unmake, uncage, unhanged, unjudged, uncocked, vat, valley, vanity, vapid, vamp, vetch, veiny, vendee, vim, victim, wavy, waving, weighty, weightily, wick, wing, wink, winging, winged.

EXERCISE VI.

Words Containing Third-place Long Vowels.—See paragraph 41 *c*.

Barb, becalm, boom, ca*r*go, debark, doom, ghoul, Juno, la*r*k, mar*sh*, move, palm, *sh*oed, wooed, food.

Dictation Exercise.—Balm, balmy, balmily, barge, bark, booby, boozy, boot, bootee, booty, booth, bouquet, calm, calming, ca*r*k, carp, cooed, coop, coupé, dooming, embalm, embalming, fa*r*m, gape, garb, hoop, laugh, laughing, loop, march, mark, moving, palming, parch, park, pool, poop, tomb, tooth, tool, way-mark, uncouth, unmoving.

EXERCISE VII.

Words Containing A before R.

In the utterance of careful speakers a distinction is made between the *a* in *air*, *dare*, etc., and that heard in *aim*, *dame*, etc. This difference may be indicated by a special sign (see Appendix C), but it is not necessary in practical phonography to note the distinction. The following words, should, therefore, be written with the second-place heavy dot.

Ai*r*, fai*r*, fa*r*e, da*r*e, bea*r*, ba*r*e, *sh*a*r*e, chai*r*, tea*r*, ta*r*e, lai*r*, pa*r*e, pai*r*, pea*r*, unfai*r*, ai*r*y, repai*r*.

Dictation Exercise.—Use the writing exercise.

EXERCISE VIII.

Words Containing Medial A.

Careful speakers make a clear distinction between the *a* in *ask*, *mica*, *avow*, etc., and the vowel in *alms*, *far*, *guard* on the one hand, and the vowel in *am*, *fat*, *gad* on the other. This medial sound of *a* may be distinctly represented by sign number 9 in Appendix C, but in practical writing it should be written with either the light or heavy third-place dot, according to the preference of the writer—some approaching in their own speech more nearly to one and some to the other. The usual pronunciation of most speakers undoubtedly more nearly resembles the sound of the third-place light dot and that sign is accordingly used in printed phonography.

Use the third-place light dot: Ago, aback, taboo, agap, aloof, appall, abate, ability, mamma, toga, Ithaca, Java, comma, Elba, papa, Judah, Panama, malady.

Dictation Exercise.—Aba*sh*, abet, agape, agog, Agatha, ahead, Aleppo, a*l*ong, Alva, among, anatomy, apathy, Apollo, apology, apeak, avai*l*, awake, awoke, away, bigamy, botany, canoe, cockatoo, Dana, data, demagogue, demagogy, efficacy, fatigue, inca, Jaffa, Jonah, lava, Mecca, Mocha, manna, Malta, Numa, omega, *Sh*eba, votary.

EXERCISE IX.

Words Containing U (E, I) before R.

The vowel heard in *hurt*, *err*, *fir*, (heard only before the consonant *r*) is in quantity a long vowel, but in quality it very closely resembles the second-place light dash, with which for practical purposes it is written. A sign to express this sound with critical exactness is provided in Appendix C.

E*rr*, hurry, Perth, perch, birth, bearer, birch, Burke, lu*r*k, lurch, ea*r*l, urge, Ki*r*k, mirth, merge, derth, dirge, pu*rr*, burrow, Burney, dirty, cu*r*, *shirr*, murk, murky, Murphy.

Dictation Exercise.—Use the writing exercise.

EXERCISE X.

Words Containing Diphthongs.—See paragraphs 42 to 46.

I: Tie, bile, di*r*e, py*r*e, pie, eyes, vie, thigh, thy, nigh, bite, dyke, type, knife, chide, chime, gibe, live, guile, five, ly*r*e, *r*hyme, mime, Ni*l*e, tiny, untidy, ally, China.

OI: Toy, boy, oil, coy, foi*l*, toil, boil, decoy, enjoy, annoy, alloy, noisy, oily, boile*r*, toile*r*, uncoil, envoy.

OW: Out, bout, ou*r*, owl, cowl, mouth, gouge, thou, fou*l*, couch, vouch, allow, endow.

Dictation Exercise.—Abijah, afou*l*, aisle, allow, alloyed, allied, ally, allowed, alive, annoy, annoyed, aside, avow, bite, biped, bow, boy, bough, by, chyme, chide, coy, cow, defy, decoy, defied, deny, denied, decoyed, die, dime, dike, Dinah, Dido, dignify, Dow, doit, dowdy, edify, Eliza, enjoy, endow, espied, espy, eyed, eyebeam, eyetooth, eyeteeth, fie, fife, foci, Gemini, gout, gouty, guy, hautboy, hide, high, ice, icy, Ida, Ike, imbibe, item, ivy, joy, kneehigh, knife, lie, lousy, magi, magpie, mica, Mike, mow, mouth, now, noisy, ossify, out, outvie, pie, pike, pica, pile, pipe, pied, piped, pouch, shy, sow, thigh, thy, thou, tie, time, tiny, tide, tied, tidy, toy, toyed, type, typify, untie, untied, unalloyed, unallowed unannoyed, Vandyke, vie, viny, vow.

EXERCISE XI.

Words Containing Coalescents.—See paragraphs 47 to 52.

Write the long *we*, *wa*, *wah*, etc., before *t*.

Write the short *wi*, *we*, *wa*, etc., before *t*.

Write the long *ye*, *ya*, *yah*, etc., before *t*.

Write the short *yi*, *ye*, *ya*, etc., before *t*.

Par. 52 *a*.—(1) Weave, wit, wight, widow, widely, witch, wa*sh*, Waba*sh*, yea*r*ly.

Sometimes a *first-place* coalescent may be introduced into the middle of an outline: Unweaving, unwitty, outwit, bewitch.

(2) Weep, wave, wait, wet, wage, weak, awake, wing, yam, yoke.

(3) Woof, youth, watch, Eugenia, unity.

Par. 52 *b*.—Fume, dupe, occupy, gewgaw, puny, beauty, immunity, tulip, cubic, assume, Teutonic.

Few, new, sue, anew, avenue, bedew, endue vendue.

Dictation Exercise.—Wife, wive, witty, wot, weed, weedy, wad, wide, withe, withy, witchery, wi*sh*, wa*sh*y, walk, weaving, yea*r*, yawl.

Wavy, wade, wake, wag, waving, waved, web, weight, weighty, wed, wedge, wipe, wick, wink, wove, wooed, woke, Ya*l*e, yellow, yea.

Euphony, use, usurp, unify, waif, yank, Ya*rr*ow, Yankee, yo*r*e.

Assuming, beweep, cube, Cuba, cupola, cubeb, duke, duty, feud, fumy, fuzee, Lucy, Luna, mewed, occupied, pneumatic, puke, pupa, Punic, putid, thwack, tube, tunic, tumefy.

Adieu, ague, Bellevue, cue, dew, due, emu, hew, hue, lieu, pew, renew, thew, undue, venue, view.

Await, aware, away, awake, awoke.

EXERCISE XII.

Concurrent Vowels.—See paragraphs 53 to 55.

Par. 53 *a*.—Iota, Ianthe, Ionic, aorta, Iowa, Eolic, iambic, iodic.

Par. 53 *b*.—Payee, bayou, avowee, Leo, Fabii, genii, radii, Ohio, Pompeii, cacao, Bilbao.

Par. 53 *c*.—Miami, duello, evacuate, naïve, chaotic, poetic, duet, innuendo, coact.

Par. 54.—Idea, Noah, haying, poem, viewing, Moab, deify, neighing, Jewish, bias, Josiah, poesy, peon, piety, moiety, shadowy, vowing, Æneid, Nashua, Medea, diet, bowie-knife, buoyancy, vacuity, gaiety, embower, diadem, Joab, lion, variety.

Par. 55.—Aria, opium, idiom, piazza, mania, Harriet, India, idiot, ammoniac, pneumonia, caveat, tedium, envying, espionage.

Dictation Exercise.—Attenuate, Diana, duenna, Fayette, hyena, ipecacuanha, Joanna, Louisa, naïveté, naïvely, Tioga, towage, unpoetic, vacuum, Wyoming.

Acuity, Ægean, Æneas, annuity, annoying, avowing, bayonet, being, boa, Boaz, Bowie, Boadicea, buoyant, buoyantly, chaos, coyish, Darius, deity, defying, deifying, dietetic, diatonic, duad, edifying, eying, feeing, fiat, Genoa, gnawing, Goliath, hewing, Hiero, hoeing, Howard, ingenuity, inveighing, Isaiah, Jewess, Joash, joyous, joyously, Judea, knowing, knowingly, Leah, Leon, Messiah, meadowy, naiad, ossifying, Owen, owing, Pæan, Padua, panacea, pioneer, pious, piously, poet, showy, showish, suet, thawing, theory, Tobias.

Acadia, ammonia, aria, babyish, Batavia, begonia, cameo, deviate, demoniac, Dieppe, Ethiop, Ethiopia, Euphemia, Eugenia, Fabia, Guiana, Guienne, Iliad, Ionia, Lydia, maniac, monomania, Numidia, odium, olio, Paphia, Pavia, tapioca, theology, Vienna.

EXERCISE XIII.

The Aspirate.—See paragraphs 56 to 60.

Par. 56.—Hem, whom, hazy, heal, Hawley, halo, hallow, hair, hock, hug, humming, whiggish, help, Hiram, harp, herb, humpy, whiplash, humanity, hilarity, hectic, homely, hurl, hellish, hackney.

Par. 57.—Happy, hub, heed, heyday, hoed, heathy, higher, hurry, hewer, hyena, hitch, hedge, hang, hinge, hayrick, Harvey, hurrahing,

heavily, hugely, hubbub, horrid, harrowed, honeydew, headlong, Hungary.

Hay, haw, hah, hoe, hew, high, ahead, ahoy, aha, oho, Ohio, aheap, Ahab.

Par. 58 *a*.—Bohemia, Mohawk, Jehovah, hedgehog, uphill, mohair, outhouse, woodhouse, ice-house, watch-house, whitehead, widowhood, mahogany, alcohol, Rehoboam, hardihood.

Par. 58 *b*.—Wheat, whit, white, whitlow, Whitely, buckwheat, half, halve, hath, half-pay, halfpenny.

Par. 59.—Unhook, inhale, cohere, bunghole, rehear, unhealthy, inhumanity, unhealthily, inhere, inhume.

Elihu, unhitch, Ivanhoe, haha, thickhead, unhinge, unhanged, bulkhead.

Dictation Exercise.—Ham, haul, hale, Hal, hawk, hack, hag, Hague, haggish, Hallam, harem, harm, hark, harpy, harsh, hawkeyed, hail-fellow, harmony, harming, harelip, hallowed, Halliday, hell, hear, her, hemming, Hecuba, health, healthy, Herrick, hereby, hemp, hemorrhage, healthily, heeltap, heraldic, healer, hearsay, heresy, Helena, hill, hiccup, hilly, hillock, Himalaya, hickory, Hillery, Hilda, home, holly, hollow, hole, howl, hook, hog, homage, hoggish, Hoyle, homily, homeopathy, Holyrood, horror, homing, horny, holiday, hum, huzzy, huzzah, hull, hulk, hump, humbug, humility, Hulda, Hume, hymning, hymenial, whanged, whanging, whack, whet, whey, whig, whip, whipsaw, whole, why.

Hap, hautboy, Haiti, hairy, harrow, Harry, Hannah, hatch, hash, haying, haunch, hank, hanging, harrowing, harangue, haply, happily, Hadley, haycock, Havana, Harriet, hardy, harried, handy, hanged, harangued, haranguing, handily, heap, Hebe, heavy, head, heady, heath, hero, hewing, heroic, Hervey, herring, Headley, heavier, hejira, hedgerow, hearty, head-gear, heartily, heritage, heretic, hid, hide, highly, Hiero, Hindu, hope, hoop, hobby, hod, hood, hoary, houri, Hodge, hoeing, horrify, Howard, honeyed, hoe, hobnob, horrific, hodgepodge, hoity-toity, horridly, huffy, hurrah, hutch, hung, hunch, hunk, hurrying, hurried, huge, hurriedly, hunchback.

Abhor, abhorring, babyhood, behead, Bohea, boyhood, kneehigh, unhappy, unhoop, unhung, unhappily, unhardy, unhandy.

EXERCISE XIV.

Upward and Downward L.—See paragraphs 61 to 63.

Par. 61 *a*. — Use *lay:* Limb, loam, leak, lock, luck, lackey, Lena, looming, lunch, lounge, lookout, lineage, lenity, Laocoon, legate, luggage, locket, lacked, leagued, lugged, logbook, locate.

Par. 61 *b*.—Use *el:* Alum, alack, Illinois, alumni, Allegheny, eliminate, alcoholic (second *l* up), alkali (second *l* up).

Par. 62 *a*.—Buell, fill, phial, fuel, vial, vowel, ideal, Joel, befell, unveil, barrel, royal, burial, Israel, ethereal, defile.

Par. 62 *b*.—Filly, Philo, fellow, volley, uvula, namely, handily, merrily, Riley, merely, rarely, charily.

Par. 62 *c*.—Nile, knoll, annual, biennially, vanilla, kingly, Nelly, manual, longingly, Manila.

Par. 63 *a*.—Along, appalling, pulling, bawling, oblong, feeling, filing, fowling, availing, dialing, headlong, link, length, longing, annealing, chilling, keeling, culling, galling, befalling, unfeeling, cajoling,

Par. 63 *b*.—Use *lay:* Leap, elope, Lybia, lobe, elf, alpha, levee, Livy, olive, love, alva, Lethe, lath, leech, ledge, elegy, Elias, lassie, Louisa, lousy, laity, Alida, allopathy, Levite, limbo, Paul, pell, pull, bile, bowl, Moll, mule, tool, easel, agile, chyle, ghoul, billowy, Beulah, Milo, wittily, Delia, oddly, dahlia, Athalia, easily, July, gully, effectual, camomile.

Write both l's up: Labial, lamely, leal, loll, Lisle, loyal, Lowell, lull, lily, loyally, lowly.

Par. 63 *c*.—Use *lay:* Bulge, bullock, filthy, foliage, dilemma, caliph, pillage, apologue, Bellevue, Volga, mulatto, mileage, Molucca, unallied, gullied, Islam, epilepsy, palladium, belladonna, balcony, phillipic, milldam, deathlike, antelope, bullfinch.

Use *el:* Film, filmy, vellum, Philomel, Philomela, Philomena, avalanche, monologue.

Write both l's up: Belial, lullaby, Carlisle, coolly.

Write both l's down: Filial, unfilial.

Dictation Exercise.—Lame, lamb, lake, lack, laming, launch, lackaday, lackey, lagged, leaky, league, leg, leon, leakage, legatee, leaked, legged, Lima, lime, lick, like, lion, Limburg, licked, liked, llama, loamy, loom, look, log, looked, locked, logwood, logged, logomachy, lucky, Luke, Luny, lunge, Lynch.

Alamo, alma, alike, alchemy, alackaday, elm, elk, Electa, Ilion, illuminate, illuminati, Olney, Olinda, ulna, alimony.

Afoul, avail, avowal, Baal, befall, befool, beryl, bowel, dial, duel, dual, espial, fall, fail, feel, fell, file, foil, foal, fool, fowl, jewel, Merrill, parole, peril, towel, vail, veal, vile, viol.

Cheerily, duello, ethereally, fallow, felly, folly, follow, heavily,

ideally, narrowly, Ophelia, Raleigh, rally, relay, royally, Rolla, thoroughly, valley, villa, wifely.

Anneal, annul, annually, biennial, Emanuel, gushingly, knell, magnolia, manilla, Manuel, nail, Neal, newly, nighly, null, unkingly, youngly.

Appealing, bailing, befooling, billing, boiling, bowling, coiling, cooling, dealing, defiling, doling, dulling, falling, failing, felling, filling, foiling, foaling, fooling, fopling, fueling, gulling, jeweling, killing, kneeling, knelling, lank, lengthy, lingo, long, lung, nailing, Oolong, paling, pealing, piling, polling, tilling, toiling, tolling, uncoiling, unfailing, veiling, youngling.

Alabama, alarm, album, Albany, albino, Aleppo, alibi, alive, alluvia, allege, allied, alloyed, allopathic, Alp, aloof, also, Elba, elegaic, Elijah, Eliza, eulogium, elbow, eulogy, Iliad, lap, laugh, lave, lava, lathy, lathe, latch, lady, Lacy, lasso, lazy, laid, laughing, laving, lathing, leaf, leafy, leave, Levi, levy, lessee, levity, leaving, levying, lip, Liffy, life, live, Livia, Lieth, lithe, liege, lied, Livonia, living, lifetime, lop, loop, lobby, loaf, love, loath, loathe, lodge, Louis, lofty, loving, loathing, logic, luff, Lucy, Lydia, Olivia.

Adelia, Amelia, appeal, appall, appellee, Angelo, Apollo, ball, bail, Bailey, ballet, balmily, Beal, bell, belie, belay, belly, bellow, below, beguile, Bengal, bill, billow, binomial, boil, Boyle, bull, bully, bylaw, callow, cabal, Camilla, calmly, chill, chyle, chilly, coil, coal, cool, cowl, comely, cupola, dale, daily, dally, deal, dell, delay, dill, dimly, Doyle, dole, doll, dolly, dull, duly, edile, effectually, Emilia, Emily, foggily, gall, gale, gaudily, gaily, galley, Gallia, gill, giddily, goal, Goliah, guile, gull, haply, happily, haughtily, Hadly, horridly, hurriedly, hugely, Isabella, jail, jalap, jelly, jole, jolly, jollity, Julia, jubilee, Juliana, keel, Kelly, kill, mall, mail, Malay, maypole, mammalia, mantilla, meal, mealy, mellow, mill, mile, mole, Molly, Mobile, moodily, monthly, Mongolia, mull, nebula, nebulæ, needily, oatmeal, opal, Osceola, outlie, outlaw, outlay, pail, pale, pal, Paley, peal, peccadillo, pill, pile, pillow, pillowy, pigtail, Piccadilly, Poll, pole, pool, Polly, pulley, tall, tale, tallow, tally, tallowy, tamely, Thule, tile, timely, toil, toll, uncomely, uncouthly, uncoil, unduly, untimely, uplay, weightily, widely.

Ability, Abimelich, agility, Amalek, anthology, apologue, apology, asleep, asylum, athletic, bailiff, Baalam, belch, belove, Bellamy, belied, beldame, Belknap, Belinda, Belgium, bilge, bilk, Bilboa, bowleg, Bolivia, bowlegged, bulk, bulky, bullied, bulldog, bucolic, Caleb, calico, colic, colleague, dallied, delta, deluge, Delphic, delve, delving, dialogue, eclogue, entomology, epilogue, etymology, evolve, evolving, failure, fealty, felony, filth, filch, foolery, Galway, Galloway, gallop, Galena, Gallic, Gaelic, galaxy, Goliath, Golgotha, gulf, gulp, italic, Kilkenny, Malachi, Malaga, Malta, malady, mameluke, Malvina, Malcolm, mail-coach, matchlock, melody, milch, milk,

milky, Milwaukee, mildew, mollify, moldy, Moloch, Molucca, Moldavia, nymphlike, oblique, obligato, ophthalmia, outleap, outlive, palmetto, pelf, pelvic, Philip, pillory, pillowed, polity, Pollock, poplar, pomology, polemic, Polynesia, polygamy, Ptolemy, pulp, pulpy, public, rallied, theologic, tillage, tulip, unallayed, unalloyed, valve, villainy, village, vilify, vilifying.

Baliol, Delilah, filially, Galilee, lilac, lolled, loyalty, lulled, owllike, unfilially.

EXERCISE XV.

Upward and Downward R.—See paragraphs 64 to 66.

Par. 64 *a*.—Rock, rogue, ruby, wreathe, roach, reissue, rag, rang, Raleigh, racy, renew, ready rebuke, royalty, rank, ravage, Roanoke, wryneck, rickety, wronged, road, retouch, radiate, reanimate.

Par. 64 *b*.—Ream, aroma, arm, ram, roomy, remove, roaming, rim, romp, ramifying, ruminate.

Par. 64 *c*,—Era, ire, awry, array, arrow, Eric, ergo, earl, our, orally, arrear, Aurora, irony, erelong, arrogate, arctic.

Par. 64 *d*.—Europe, orb, aerify, arch, aorta, arrayed, Arabic, archly, urbanity.

Par. 65 *a*.—Peer, pour, power, fire, affair, fewer, attire, widower, newer, char, corps, cower, lawyer, allayer, allure, headgear, Navarre, esquire, polar, boiler, miller, dealer, wrongdoer, reviewer.

Par. 65 *b*.—Mere, myrrh, amour, abhor, uproar, barrier, terror, narrower, higher, career, courier, empire, empower, interior.

Par. 65 *c*.—Opera, apiary, borrow, bureau, fairy, ivory, merry, Torrey, deary, dairy, theory, narrow, hedgerow, curry, cherry, Laura, foolery, mummery, imagery, notary, Victoria, capillary, Murray.

Par. 66. — Use *ray:* Heroic, horrid, purify, puerile, periwig, barony, forge, verify, mirth, merino, mirage, tardy, theorem, rarify, carriage, perish, parade, furrowed, deride, porch, Barnaby, veranda, temerity, debarring, unborrowed.

Use *ar:* Farm, forego, lyric, Newark, Jerome, Parma, formula, firelock, decorum, alarm, aeriform, uniform, caloric, Carlisle.

Dictation Exercise.—Raw, ray, rake, rap, rajah, Ravenna, rabbi, wrath, wrathy, rage, rash, rally, rainy, Raphael, rayed, raid, range, rabbit, rack, reap, repay, review, reavow, reach, retchy, revealing, reengage, rejudged, recoiling, regaling, relay, reed, red, reedy, repeal, repel, rebel (*v*), Rebecca, refuge, refugee, revive, reveal,

revenue, revoke, reviewing, reassume, renewal, renewing, rejudge, reechoed, recoil, regalia, regale, repaid, rebate, rebut, retail, retire, reattach, retake, readily, repealing, repelling, rebelling, revivify, reviving, Rhoda, rick, rig, rip, ripe, rib, rich, ridge, ridgy, ring, Riley, Riga, rid, ride, riot, richly, ringing, rightly, rocky, rook, rope, ropy, rob, robe, rouge, rowing, royal, rowell, Rolla, royally, Rousseau, rosy, Rosa, Rooney, rod, road, rood, rondeau, rue, rug, rupee, rub, Ruth, rush, Russia, rude, ruddy, ruining, rudely, ruing, rye, wreak, wreck, wreathe, wretch, wreathing, wrench, writhe, writhing, wringer, wroth, wrothy, wrong, wronging, wrung.

Ramify, ramming, ramp, remedy, reembody, removing, reemerge, remarrying, rheum, rime, riming, Rome, roam, room, rum, rumage, rump.

Air, airy, airily, area, ark, arena, army, Arno, armada, arming, arcade, Arcadia, Argyle, armadillo, archæology, argue, Aurelia, ear, early, earldom, error, Erie, Ira, Irish, oral, Orrery, Uriah, Yarrow, year, yearly, York, Yorick.

Arabia, Arab, Araby, Arabella, archy, archduke, archduchy, aright, earth, earthy, earthly, erratic, erudite, European, orthoepy, urge.

Adair, adore, afire, afore, afar, ajar, arrear, assayer, avower, bar, beer, bear, bier, bore, boor, bower, bowler, buyer, Burr, car, catarrh, chair, chore, core, cur, cure, dare, door, dower, dyer, easier, essayer, fare, far, failure, fear, feeler, fir, filler, fowler, four, gear, gore, guitar, gyre, heavier, inure, jar, jeer, layer, lear, liar, lore, lower, lure, lyre, Malabar, molar, ne'er, nigher, pallor, paler, pear, peeler, pillar, pore, poor, purr, pyre, rapier, repair, repealer, tare, tar, taller, tailor, tear, tire, tiller, tiler, tore, tour, tower, toiler, unbar, unfair, valor, vilifier, waylayer.

Admirer, anterior, aspire, bearer, borrower, carrier, currier, empire, Farrier, furor, hewer, inferior, immure, impair, impure, juror, mare, mayor, mar, mirror, Moor, mure, Myer, rare, rear, repairer, roar, terrier, unmoor, weightier.

Assyria, Aurora, aviary, barrow, Barry, bewray, Bowery, bury, borough, Cary, cheery, chary, Cora, Darrow, Derry, diary, diarrhea, dowry, Ellery, Elmira, emery, Ezra, farrow, ferry, fiery, forray, furry, furrow, fury, gory, Harry, hegira, Iberia, Jerry, jury, Kerry, Leary, Lyra, Mary, marrow, marry, malaria, memory, miry, morrow, Moray, mulberry, Norah, Orrery, parry, Palmyra, Perry, Peoria, Peru, peri, Pharaoh, raree, rotary, tarry, Tara, thorough, tiara, tory, tyro, vary, victory.

Abhorring, acerb, acerbity, admiring, aforetime, aspiring, barb, barge, barrack, barrel, Barbery, beryl, birth, birch, Borneo, borrowing, borrowed, Borodino, Bordeaux, burial, buried, Burke, burying, burrowing, buried, burrowed, carp, Caribee, carrying, carried, careering, cherub, cheerily, charily, Cherokee, cherubim, cherubic, char-

ioteer, Corfu, Corunna, corrode, curacy, currying, curried, dearth, debark, demurring, dirty, dirge, Doric, emerge, embark, embargo, embowering, emburied, Escurial, ethereal, Faraday, faradic, farthing, ferriage, ferrying, ferried, forage, foredoom, foreknowing, furrowing, garb, gorge, gyratory, Harvey, harangue, Harriet, hardy, harried, harrowed, harangued, haranguing, Herrick, Hervey, hearth, hearty, heartily, heritage, horrify, Howard, horrific, horridly, hurrying, hurried, hurriedly, immuring, inamorata, inherit, Israel, Jared, Loretto, March, marriage, mark, marrying, marring, married, merely, merrily, merge, Meredith, mooring, Mordecai, Morocco, Murdock, murky, notoriety, outmarch, outpouring, outreach, outrage, outride, outroot, parity, parody, parole, parch, park, parrying, parried, parabole, parabola, parvenu, parterre, paradigm, period, Perth, perch, peerage, peruke, perfume, periodic, pirouette, pirogue, porch, porridge, pork, Pomerania, purvey, purity, purge, purifying, purveying, Pyrrhic, rarity, rarely, rarifying, reared, roaring, roared, targe, tarrying, tarried, Tartary, tardily, terrify, terrific, terrifying, thoroughly, thorny, thyroid, thoroughfare, tirade, torch, torrid, tyranny, unmarried, unvaried, unvarying, unmarrying, unmooring, unearthly, upright, uproot, usurp, varied, verifier, verifying.

Alarming, cargo, carl, choleric, cork, delirium, fairly, farewell, farming, form, fork, forky, formulæ, forming, forelock, forereach, inform, Jeremy, Jeremiah, joram, Kirk, lark, lurk, Palermo, poorly, power-loom, uncork, unfairly, virago.

EXERCISE XVI.

Upward and Downward Sh.

Par. 67. — Use *ish:* Abash, ambush, marshy, Ishmael, coyish, unshod, charade, famish, Russia, push, shy, hush, oceanic, barouche, shank, perish, shadowy, gnash, cashier, wash, shearer, bushy, rush, gush, mash.

Use *shay:* Dash, sheave, fish, abolished, whitish, shelve, lavish, shyly, foolish, cheviot, polishing, Shiloh, toyshop, elfish, shell, foreshadow.

Dictation Exercise. — Acacia, apish, ash, ashy, Asia, Ashby, ashore, Ashantee, babyish, bearish, bishop, boyish, bush, bullrush, cassia, cash, calabash, chamois, cherish, Chicago, doggish, foppish, gash, gush, gushingly, hash, Irish, issue, issued, Jewish, Joshua, mash, marsh, mashed, mawkish, mesh, mush, Nashua, Nashville, newish, Oceanica, pasha, parish, Persia, pish, popish, rash, rakish, reissue, Romish, roguish, rush, rubbish, Shaw, shah, shape, shabby, shame, sham, Shawnee, shake, shag, shaggy, share, shade, shad, shampoo, shamrock, shady, shadow, shabbily, shaming, shamming, shanty, she, sheep, Sheba, Shem, sheath, sheathe, sheer, sherry,

shed, Shenandoah, sheepish, sheathing, ship, shiny, shied, shipwreck, shipshape, shiboleth, shod, show, showy, shoe, shop, showish, shock, shook, shore, shower, showery, showed, shoed, shoetie, unshady, unsheathe, unsheathing, washy, Wabash, waggish, wish.

Ashley, chevalier, dashing, dish, dishing, efficiency, fishy, fireship, knavish, lashed, lavishing, polished, ravish, ravishing, shave, shaving, shawl, shale, shallow, shallop, shallowly, sheaf, sheave, sheath, sheathe, shoal, shoaly, shove, shoving, Theodosia, tissue, toyish, tush, wettish.

EXERCISE XVII.

Mp and Mb.

When a vowel comes between the two consonants use the two strokes:

Mope, moped, map, mapped, mop, mopped, Mab, mob, mobbed.

When no vowel intervenes, use the stroke ⌒:

Imp, dump, limp, bumping, temple, Pompeii, amply, impel, rumple, lamp, dimple, jump, camp, shampoo, umpire.

Limbo, timbal, embargo, ambiguity, rumble, embalm, nimbly, bamboo, fumble.

Dictation Exercise.—Ample, bump, camping, champ, chump, damp, damping, dumpy, dumping, empire, empower, impale, impair, impede, impeach, impiety, impute, impure, jumping, limply, lump, pimple, pomp, Pompey, pump, ramp, romp, rump, tamping, thump, thumping, wampum.

Ambush, Bombay, embark, embalming, embower, embowering, embody, imbuing, jumble, mumble, nimble, ramble, reembody, shamble, thimble, tumble, unimbued.

EXERCISE XVIII.

Vowel Grammalogues.

Par. 70.—Write the signs for the grammalogues, filling a line with each sign: The, a, an, and, all, too, two, already, before, ought, aught, who, of, to, or, but, on, should.

1. Take no oath; make no vow; but if thou make it keep it. 2. They who do ill to-day may feel ill to-morrow. 3. Day by day, do each daily duty and be happy. 4. Fear to do wrong to anybody, but be ready to do right to all. 5. Too much love of money may make a thief of anybody. 6. Love should teach us to pity and help the poor and weak. 7. A knave or a fool may lure the weak to folly. 8. They who make the debt may fail to pay aught of it. 9. All of us

ought to be loving, each to each. 10. Enjoy thy youth and thy hope before they fade away. 11. They do ill who add length to a tale already too long. 12. The foolish heed nothing but to eat and be merry. 13. The ill hap of an hour may take away the joy of a lifetime. 14. If two share a joy they add joy to joy. 15. Take time to toil and time to enjoy the effect of toil.

EXERCISE XIX.

Simple Consonant Grammalogues.

Page 38.—Write the signs for the grammalogues, filling a line with each sign: Up, be, it, do, which, advantage, common, come, give, together, for, have, think, them, so, was, shall, shalt, usual, usually.

1. The falling out of them who love doth renew love. 2. They who do ill shall come to feel ill. 3. They usually fail who fear to make the essay. 4. They who think life was given us merely to enjoy it know nothing of life. 5. The right way of living ought also to be the usual way. 6. Do wrong and thou shalt pay for it. 7. They who think of nothing but to enjoy life live but poorly. 8. Many ask for money but few are ready to give it. 9. They who toil for a living usually have no time to enjoy it. 10. They who aim to make a show of having much money usually have much ado to keep it up. 11. The rich and the mighty usually aim at power to which they have no right. 12. If the mighty take advantage of the weak, the weak usually aim at revenge on the mighty. 13. No remedy of the law should be out of reach of the common folk. 14. The love of money and the love of humanity rarely go together. 15. Many have so much to do they do it but poorly.

EXERCISE XX.

Simple Consonant Grammalogues.—Concluded.

Page 40.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Will, are, me, my, him, may, important, importance, improve, improved, improvement, in, any, no, know, thing, young, way, your.

1. They are but poor who have too much. 2. Know the way to make your life a happy life—make it a busy life. 3. They are happy who toil day by day for both bodily and mental improve-

ment. 4. Each day and each hour should be improved by the young. 5. The fool will feel no love for them who wish to teach him to improve. 6. They who know anything which may be important for all to know ought to say so right away. 7. Aim to know each thing which may be of much importance in your life. 8. Love me, love my dog. 9. They who go into debt may wait long before they come out. 10. Death will come alike to youth and age, to rich and poor, to mighty and lowly. 11. The fool will beat the bush and the knave will catch the game. 12. Give an inch to many and they will take an ell. 13. The fool will eat the cake and think to have it too. 14. They who are far ahead to-day may be far to the rear to-morrow. 15. Keep thy shop and thy shop will keep thee.

EXERCISE XXI.

Diphthong, Coalescent, and Aspirate Grammalogues.

Page 42.—For each of the following grammalogues write the corresponding logogram, filling a line with each: I, how, we, with, were, what, would, ye, yet, beyond, you, he.

1. Show me a liar and I will show you a thief. 2. Do what you ought to do and you will be happy. 3. Aim to be in fact what you would appear to be. 4. The poor at all time ye have with you. 5. He who would be happy should also be busy. 6. They are happy who know how to improve each day and hour. 7. We all carry with us a weight of debt which we should have paid long ago. 8. We ought to look beyond the fear of to-day and reach out to the hope of to-morrow. 9. We have to thank our own folly for much of the ill we bear. 10. You may hear fair talk come out of the mouth of any knave. 11. Many know why they ought to do right, and yet dare to do wrong. 12. If no money were to be had we should all be rich and poor alike. 13. They who keep at home all the time know nothing beyond home. 14. I am rich enough if I am happy with what I have. 15. They are lucky who love to do what they are paid to do.

EXERCISE XXII.

Joining of Circles S and Z.—See paragraph 79.

Par. 79 *a*.—P-s, t-s, ray-s, s-p, s-g, n-t-s, k-ch-s, t-ray-s, n-h-s, s-p-t, s-p-ray-b, s-t-k, s-g-n-f, s-ray-v, s-t-s, s-ray-s, s-t-k-s, s-j-k-s, s-ray-p-s.

Par. 79 *b*.—F-s, dh-s, ar-s, w-s, s-th, s-ng, ray-th-s, p-z-s, k-lay-s, m-n-s, s-f-t, s-th-k, s-s-t, s-z-ar, s-n-ch, s-ar-s, s-lay-s, s-m-s, s-w-s, s-v-ng-s, s-dh-ng-s, s-z-ar-s, s-ar-k-s, s-n-f-s.

Par. 79 *c*.—P-s-t, p-s-k, p-s-j, t-s-t, t-s-k, d-s-k, d-s-ray-el, k-s-d, g-s-p, ray-s-p, ray-s-ray.

Par. 79 *d*.—F-s-el, f-s-n, v-s-el, v-s-n, th-s-el, s-s-ar, lay-s-lay, el-s-ng, ar-s-n, m-s-ish, m-s-m, mp-s-m, n-s-m; f-s-m, v-s-m, th-s-m, n-s-lay-ray, v-s-lay-j, th-s-lay.

Par. 79 *e*.—D-s-ar, ch-s-el, ch-s-n, j-s-n, k-s-m, ray-s-v, ray-s-ng, h-s-ng, f-s-k, lay-s-p, m-s-t, m-s-ray, n-s-ray.

Dictation Exercise.—B-s, d-s, ch-s, j-s, k-s, g-s, h-s, s-p, s-t, s-d, s-ch, s-j, s-k, s-ray, ray-p-s, ray-b-s, b-d-s, j-j-s, p-k-s, b-g-s, s-t-k, s-ch-k, s-j-k, s-k-p, s-p-s, s-b-s, s-t-s, s-ch-s, s-j-s, s-k-s, s-g-s, s-p-k-s, s-b-ray-b-s, s-d-ray-s, s-ch-k-s, s-k-b-s, s-g-t-s.

V-s, th-s, s-s, z-s, ish-s, zh-s, lay-s, m-s, mp-s, n-s, ng-s, y-s, s-f, s-v, s-dh, s-z, s-ish, s-zh, s-lay, s-ar, s-m, s-mp, s-n, s-w, s-y, ray-f-s, n-v-s, ray-dh-s, ray-ish-s, ray-zh-s, t-ar-s, n-m-s, f-ng-s, t-w-s, f-el-s, s-v-n, s-dh-ng, s-z-ar, s-ish-b, s-lay-p, s-ar-lay, s-m-lay, s-mp-lay, s-n-p, s-ng-ar, s-w-mp, s-f-s, s-v-s, s-th-s, s-dh-s, s-z-s, s-ish-s, s-zh-s, s-ar-s, s-m-s, s-n-s, s-ng-s, s-y-s, s-f-el-s, s-th-k-s, s-s-t-s, s-ish-p-s, s-el-ng-s, s-m-k, s-mp-lay-s, s-ng-k-s, s-w-mp-s.

P-s-d, p-s-j, b-s-ray, b-s-t, p-s-ch, p-s-k, t-s-d, d-s-t, d-s-d, d-s-g-s, ch-s-t-s, j-s-t-s, k-s-p-s, k-s-t, k-s-k, k-s-ray, g-s-t-lay, g-s-ray, ray-s-t, ray-s-d, ray-s-k.

F-s-f, f-s-shay-s, f-s-ar, f-s-ng, v-s-f-s, v-s-ar, v-s-ng, n-th-s-ng, s-s-n, el-s-v, lay-s-ar, lay-s-m, el-s-n, ar-s-ar, ar-s-m, m-s-v, m-s-s, m-s-lay, m-s-ar, m-s-n, m-s-ng, mp-s-v, mp-s-lay, n-s-f, n-s-v-ray, n-s-el, n-s-n, n-s-ng.

P-s-f-el, p-s-el, p-s-ar, p-s-m, p-s-n, p-s-ng, b-s-v, p-s-lay, b-s-ar, b-s-m, b-s-n, b-s-ng, t-s-f, t-s-ar, t-s-n, d-s-v, d-s-el, d-s-n, d-s-ng, ch-s-ar, ch-s-ng, j-s-f, ray-j-s-ng, k-s-ng, g-s-ng, ray-s-lay, ray-s-n, h-s-lay, h-s-n, f-s-t, f-s-d, v-s-t, lay-s-t, m-s-k, mb-s-k-d, n-s-t, ng-s-t.

EXERCISE XXIII.

Words Containing Circles S and Z.—See paragraph 81.

Par. 81 *a*.—Base, decks, keels, hops, palace, rouse, oppose, tongs, collapse, rankness, veracious, educe, chops, happiness, genius, luscious, Thomas, annex, tameness, waves, unwise, peruse, arduous.

Par. 81 *b*.—Pious, bias, Elias, Louis, joyous, Æneas, jewess, chaos, Tobias, Darius, Boaz.

Par. 81 *c*.—Seat, said, snow, snub, spool, scathe, Celia, soothing,

sleeve, solemn, serious, suffice, selvage, secular, solidity, ceremony, survive, sparrow, Swede, silly, Samuel, swamp, scourge, savagely, superb.

Par. 81 *d*.—Science, sawyer, sewer, suet, sower, scion, Suez, Siam, Sienna, sciatic, sciatica, sewage, cyanic.

Par. 81 *e*.—Sigh, pussy, icy, policy, Odessa, Esau, fuzzy, spicy, foresee, Chelsea, daisy, busy, gassy, mossy, Melissa, Lucy, pursue, racy, jealousy, legacy, Tallahassee, boozy, fussy, buoyancy.

Par. 81 *f*.—Ace, asp, assail, use, assume, eschew, aside, aspire, asleep, asylum, esquire, acerb, Escurial, askew, ask, easily, usage, Israel, useless.

Par. 81 *g*.—Zeal, zero, Zion, zealous, Zodiac, zigzag.

Par. 81 *h*.—Use the circle: Cask, hasp, husky, hasty, decease, poison, abusive, disposal, terseness, duskiness, callousness, expelling, exterior, disuse, desperado, upset, evasive, incendiary, disseminate, basin, unmask, ferocity, obelisk, pencil, lusty.

Use the stroke: Piously, ensued, pursued, reassume, busied, lazily, mossiness, joyousness, ingenuously, lassoes.

Dictation Exercise.—Abyss, accuse, adduce, advise, ages, allows, amuse, ambitious, appease, atlas, borax, bulbous, caress, cautious, canvass, choice, coppice, debase, deepness, delicious, diffuse, docks, dubious, edges, efface, effects, embarrass, emulous, ethics, famous, fabulous, ferocious, gauze, guileless, harass, harness, hence, heedless, hitches, homeless, huskiness, ibex, illness, impose, incubus, invoice, jealous, jocose, keys, lapse, lawless, lettuce, lifeless, luminous, menace, memorize, minus, monotonous, muddiness, nameless, narrowness, notice, obvious, officious, onyx, orifice, pathless, pause, pierce, poetess, populous, porpoise, pumice, radius, reforms, repose, readyness, rejoice, ruthless, shapeless, shears, shies, terrace, these, thickness, topaz, tortoise, tumulus, uncase, unhappiness, usurious, various, victimize, vicious, wades, watches, weakness, wishes, witness, yellowness.

Cease, city, circus, psalm, safe, same, sauce, sallow, sash, sabbath, savage, salary, sagely, sailor, salvage, sanitary, sadness, sagacious, scope, scheme, scour, scorch, scarce, seedy, sedge, severe, seeming, serried, search, secure, series, sedately, serenity, sedulous, service, sieve, sinew, sightly, silica, sinuate, singer, since, signify, silliness, sketch, slay, slave, slimy, slouch, slushy, slang, sluggish, slyness, smoky, smirk, snipe, snuff, snatch, sootiness, soulless, soothe, soak, soggy, sorrowed, sorely, social, solace, solemnly, solidify, spark, speedy, spoil, spunk, sparse, spice, spurious, sphere, spacious, stoic, subdue, summary, superior, survey, succumb, suppose, suffuse, suffo-

cate, surname, suffix, surpass, surmise, sunrise, switch, swampy, symphony, syllabic, synagogue.

Abbacy, also, Asa, assay, Betsey, Boadicea, cozy, dizzy, dozy, easy, efficacy, embassy, ensue, epilepsy, essay, fallacy, foci, foxy, fuzee, Genesee, goosy, gypsy, hearsay, heresy, idiocy, intimacy, Jessie, Josiah, josey, juicy, Lacy, lasso, lassie, leasee, Louisa, Macy, massy, malmsey, Manasseh, mazy, Messiah, Nassau, Nancy, noisy, Odyssey, papacy, panacea, palsy, Pharisee, piracy, Pisa, piazza, posse, poesy, posy, potassa, Ramsey, Rousseau, say, see, so, sow, sue, Tasso, Tennessee, Theresa, tipsy, uneasy, unsay, Vesey, waxy.

Acid, acerbity, ass, assayer, Asaph, assignee, assuage, Assyria, assuming, aspiring, assumes, auspice, Azores, easel, ease, easier, easiness, essayer, espial, espy, Eskimo, espionage, espouse, Ezra, ice, iciness, Islam, Isaac, Isabella, Osceola, ossify, Osage, ossifying, ossifies, us, usurp.

Tsar, Tsarina, Xenia, zany, Zachariah, Zera, Zebedee, Zebediah, Zephaniah, Zedekiah, Zenobia, zinc, zoology.

Abusing, absolve, absence, accede, accustom, aimlessly, alongside, ambiguously, animosity, answer, apposite, arson, assiduously, audacity, bazaar, baseness, beset, beseech, bespeak, bison, buxom, capacity, cancel, caustic, censor, chancel, chasm, chastise, citizen, copiously, codicil, damson, dancer, deceive, deceit, desire, design, deficit, derisive, density, despair, dismay, dismal, dislike, disguise, dusky, ecstasy, elicit, embezzle, ensign, episode, espousal, evincing, excite, expel, excuse, falsely, fasten, facility, fossil, garrison, ghostly, gossip, henceforth, heroism, hillside, immensely, imbecile, injustice, inspire, incense, jealously, jocoseness, knapsack, larceny, license, maxim, message, medicine, misery, modesty, nasal, nuisance, obscure, odiously, pacify, paucity, pensive, rancid, raisin, Saxon, specify, tersely, tenacity, tocsin, unsafe, visage, wholesome.

Use the stroke: Busily, busier, ceaseless, dizziness, doziness, inauspicious, insomuch, juicyness, lazier, lassies, lessees, maziness, noisiness, pursuer, reassuming, rosiness, saucily, soothsayer, unassayed, unassuming, unaspiring, unessayed, uneasily, uneasiness, uningenuously.

EXERCISE XXIV.

Circles Ses, Sez, Zes, Zez.—See paragraphs 85 to 90.

Par. 85.—Pieces, offices, tosses, horses, kisses, axes, abases, heiresses, bodices, affixes, embosses, atlases, taxes, advices, elapses, alliances, orifices, annoyances, geniuses, forces, carouses, sluices, auspices, poleaxes, sciences, doorcases.

Arises, roses, amuses, pauses, noises, accuses, adzes, peruses, advises,

refuses, agonizes, mazes, sneezes, polarizes, memorizes, anatomizes, victimizes, poises, opposes, indisposes, arouses, theorizes.

Par. 86.—Abscess, recess, success, possess, dispossess, repossessing, possessive, necessity, excessive, necessitous, successful, inaccessible.

Par. 87.—Abscesses, Moses's, recesses, excesses, accesses, successes, possesses, repossesses, dispossesses.

Par. 88.—Basis, Jesus, Texas, colossus, desist, incisive, exist, exhaust, coexist, undecisive, capsizing, subsist, solecism, exorcism, exercising, emphasized, ellipsis, amanuenses.

Dictation Exercise.—Abysses, abuses (*n*), allowances, announces, annexes, auspices, bases, boxes, bookcases, caresses, chases, chalices, choruses, coppices, coerces, collapses, debases, defaces, deduces, Dennis's, doses, duchesses, edifices, effaces, effervesces, ellipses, embarrasses, entices, enforces, erases, faces, fixes, foxes, fusses, gases, goddesses, harnesses, headpieces, Horace's, hocuses, hostesses, ibexes, invoices, incases, injustices, juices, laces, lapses, lattices, leases, lionesses, likenesses, losses, masses, menaces, mixes, minxes, mosses, molasses, Morris's, musses, nieces, novices, notices, omnibuses, ounces, paces, parses, packhorses, paradoxes, peeresses, pierces, pickaxes, poultices, porpoises, pulses, purses, races, reduces, reposes, rehearses, repulses, reinforces, senses, solaces, sources, spices, sphinxes, suffices, tailoresses, terraces, Thomas's, topazes, uncases, unhorses, vases, vexes, voices, waxes, weaknesses, witnesses.

Abuses (*v*), amazes, anathematizes, apologizes, botanizes, buzzes, causes, catechizes, cheeses, chooses, devises, deposes, deputizes, diffuses, dozes, dogmatizes, effuses, espouses, fuses, gauzes, gazes, guises, harmonizes, idealizes, infuses, loses, macadamizes, muses, noses, phases, poetizes, popularizes, raises, revises, rises, rouses, ruses, snoozes, solemnizes, spouses, supposes, suffuses, symbolizes, teases.

Access, accessible, accessorial, accessory, excess, excessively, inaccessibly, Moses, necessary, necessitously, necessitousness, possessed, possessing, possessor, repossess, repossessed, successfully, successive, successively, unpossessed, unsuccessful, unsuccessfully.

Amanuensis, Anchises, apotheosis, bases (*plural of basis*), capsize, capsized, decisive, decisively, dieresis, diagnosis, dissuasive, emphasize, emphasizing, Ephesus, exacerbescence, exercise, exegesis, exercisable, exhauster, exorcise, exorcised, exorcising, gallicism, Genesis, hypothesis, hypotheses, indecisively, indecisiveness, insist, italicise, Mississippi, Nemesis, Parnassus, resist, stases, stoicism, synopsis, synthesis, thesis, theses, Ulysses, unsuspicious, unsuspiciously, witticism, Manassas.

EXERCISE XXV.

Loop-st.—See paragraphs 91 to 95.

Par. 91 *a*.—Post, best, faced, moist, attest, educed, assist, wrist, roast, hoaxed, ballast, utmost, affixed, mixed, lanced, robust, earnest, inmost, announced, annexed, egotist, solaced, bombast, Methodist, repulsed.

Par. 91 *b*.—Stub, state, stood, style, stool, steer, star, stage, stoke, stupid, stammer, steaming, steadier, stealthy, sterile, steerage, staunch, stump, stopcock, stateroom, stiffness, stillness, staircase, stumble, stoutest.

Par. 91 *c*.—Destiny, atheistic, theistic, suggestion, mystify, sophistic, sophistical, statistic, statistics, statistical, statistically.

Par. 93 *d*.—Pasty, bestow, testy, dusty, gusty, fusty, vasty, lusty, rusty, musty, nasty, hasty.

Par. 93 *e*.—Upset, beset, besought, posset, outset, gusset, faucet, russet, receipt, recite.

Par. 94 *a*.—Deposed, advised, espoused, refused, revised, deputized, fossilized, despised.

Par. 94 *b*.—Appeased, opposed, effused, teased, caused, suffused, unopposed, supposed.

Par. 94 *c*.—Noised, raised, roused, perused, theorized, caroused, agonized, sneezed, terrorized, tyrannized, harmonized, imperialized, monopolized, symbolized.

Par. 95.—Guests, tastes, joists, infests, elegists, boasts, vests, lasts, feasts, outcasts, pianists, enthusiasts, gusts, divests.

Dictation Exercise.—Abased, accost, adjust, amethyst, anatomist, atheist, based, baptist, behest, Belfast, bigamist, boxed, botanist, burst, cast, caressed, catechist, chest, chemist, copyist, coerced, collapsed, defaced, detest, digest, dismissed, dishonest, dogmatist, duelist, effaced, elapsed, embossed, enticed, enforced, enthusiast, eulogist, evinced, fenced, fixed, forest, forecast, fossilist, geologist, ghost, harvest, holocaust, homeopathist, idealist, immersed, incased, incensed, induced, invest, jest, jurist, kissed, last, lapsed, licensed, locust, lyrist, machinist, menaced, mist, minced, modest, molest, monopolist, nest, noticed, orthoepist, outpost, papist, physiologist, pierced, poulticed, psalmist, rehearsed, rejoiced, reinvest, richest, royalist, seacoast, shamefaced, sliced, sophist, spaced, tallest, text, theist, theorist, tossed, tourist, topmast, unchaste, unhorsed, unharassed, unjust, unmixed, unvexed, vast, vilest, waxed, witnessed, zest.

Stack, staff, stag, stairway, stale, stalk, stamina, stamp, stammerer,

stamping, stammeringly, stanza, stare, starch, stark, starling, starry, statue, stately, statuary, states, stateliness, staunchness, stave, staves, steam, steady, steamer, steadily, stealthily, steadiness, steadfast, steadiest, stead, steep, steed, steel, steeliness, Stella, stem, stemming, stench, step, sterility, sterling, stethoscope, stick, stickiness, stigmatize, still, stiletto, stimulus, sting, stingy, stingless, stinginess, stir, stirrup, stithy, stitch, stock, stockade, stockstill, stole, stolid, stolidity, stomach, stoop, stop, stoppage, store, storm, storied, storage, storming, stout, stoutly, stove, stubby, stuck, stucco, stuccoed, studiousness, study, studio, studious, stuff, stumping, stung, stupefy, stupidity, stupidly, sturdy, stylish.

Anatomized, apologized, catechized, chastised, devised, demised, diffused, disposed, disguised, eulogized, excused, ill-disposed, infused, macadamized, magnetized, reposed, systematized.

Abused, amazed, amused, aroused, assized, buzzed, dozed, fused, mused, poised, unappeased, unopposed.

Bastes, beasts, boosts, busts, coasts, costs, dusts, fasts, fists, lists, lusts, machinists, masts, pastes, pests, pietists, recasts, repasts, rests, roosts, rusts, tests, theists, toasts.

EXERCISE XXVI.

Loop-str.—See paragraphs 96 and 97.

Par. 96.—Pester, boaster, faster, duster, coaster, castor, bolster, barrister, Munster, lobster, chorister, Zoroaster, register, barge-master, songster, teamster, master, dexter, Axminster.

Par. 97.—Fosters, toasters, hucksters, festers, youngsters, posters, ulsters, barristers, dabsters, jesters, bolsters, suggesters, readjusters, canisters, ballet-masters.

Dictation Exercise.—Alabaster, ancestor, banister, ballet-master, barrack-master, canister, Chester, dabster, detester, digester, feaster, fester, foster, forester, gamester, holster, huckster, impostor, jester, juster, luster, minster, muster, pastor, paymaster, pilaster, poster, poetaster, readjuster, sinister, singing-master, suggester, taster, toaster, ulster, vaster, Webster, youngster.

Ancestors, banisters, barge-masters, barrack-masters, bolsters, boasters, castors, Chester's, choristers, coasters, detesters, digesters, dusters, feasters, foresters, gamesters, holsters, impostors, masters, musters, pastors, paymasters, pesters, pilasters, poetasters, registers, singing-masters, songsters, teamsters, Webster's.

EXERCISE XXVII.

Circle and Loop Grammalogues.

For each of the following grammalogues write the corresponding

logogram, filling a line with each: Is, his, as, has, this, its, yours, some, six, said, such, seem, seen, first, just, must, most, next.

1. Of two ills the less is always to be chosen; of six ills the least. 2. He who goes to borrow shall some day sorrow. 3. To die is a debt we must all of us pay at last. 4. They who think least are the most ready to talk. 5. In the first years of our life we must lay by for the last. 6. Our time is as a shadow which passeth away. 7. He who takes the first step in the path of dishonesty must take the next. 8. He who has a tongue in his head should keep it in check. 9. He has no time who makes no use of time. 10. They may be said to have much who enjoy much. 11. Sorrow and shame await such as despise the day of small things. 12. A rank knave may seem to speak just like any honest fellow. 13. If you fill the purse of any hale fellow you may lack enough to fill yours. 14. Many fear the just use of a thing because they have seen its abuse. 15. If we are wise we will seek to make this day the best day in our lives.

EXERCISE XXVIII.

The N-hook.—See paragraphs 101 to 107.

Par. 102 *a*.—Union, dampen, happen, often, heaven, amain, widen, attain, weaken, seven, Spain, skein, pagan, obtain, balloon, barren, famine, violin, muffin, deepen, dudgeon, harpoon, region, enjoin, cannon.

Par. 102 *b*.—Pæon, peon, Gihon, Ægean, Cayenne, Guienne, Leon, lion.

Par. 102 *c*.—Penny, puny, ebony, funny, euphony, Vienna, minnow, hominy, ammonia, mania, tawny, Dinah, downy, ninny, Genoa, Jenny, Juno, canoe, Helena, Olney, luna, arena, rainy.

Par. 103.—Pinch, bench, finish, vanish, lonely, gainsay, potency, paganish, barrenly, habitancy, vacancy, milliner, turnkey, laconic, refining, envenom, cadenza, sponge, scantily, poignancy, penance, evenness, monarch, addendum.

Par. 104.—Fence, fans, veins, ovens, thins, lanes, lens, earns, nouns, oceans, vigilance, excellence, assigns, Athens, redolence, lonesome, ransom, sponsor, Spencer, kinsman.

Par. 105.—Pins, pains, happens, bounce, whitens, tunes, dawns, widens, dunce, rinse, chance, wakens, wagons, pounce, opens, ven-

geance, diligence, dispense, assistance, instance, impudence, elegance, expanse, heightens.

Par. 106 *a*.—Pounces, tenses, chances, dances, dispenses, responses.

Par. 106 *b*.—Fences, offenses, evinces, minces, essences, lances, lenses, summonses, dissonances, resonances, excellences.

Par. 107.—Pounced, bounced, danced, chanced, canst, against, rinsed, instanced, dispensed, distanced.

Punster, spinster.

Silenced, fenced, evinced, minced, lanced, summonsed.

Leinster, minster.

Dictation Exercise.—Abstain, acorn, adorn, anon, arraign, assign, aspen, bane, bastion, beckon, bobbin, button, bullion, campaign, cabin, champion, cheapen, chin, colon, coin, dawn, detain, discern, din, engine, examine, felon, festoon, foreign, gammon, haven, hairpin, herein, heroine, heathen, Hessian, hearken, hidden, homespun, humane, illumine, Italian, Japan, keen, keystone, lampoon, lapstone, lagoon, lemon, legion, linen, liken, masculine, marine, machine, milestone, minion, muslin, open, orphan, oxygen, pain, patten, pippin, piston, rain, refine, remain, renown, reckon, ripen, roughen, saturnine, Satan, scan, sexton, serene, shorn, silken, sloven, smitten, spin, stiffen, stolen, stern, summon, sultan, sullen, sustain, surgeon, talon, thin, thine, thorn, turn, uneven, urban, wagon, weapon, whetstone, woven, yearn.

Aphony, Arno, assignee, avenue, Binney, bonny, bony, China, coney, Dana, Diana, duenna, Egina, Eugenia, Fanny, fenny, finny, genii, Guinea, Guiana, Havana, hackney, Harney, hernia, horny, Illinois, irony, Jonah, Joanna, Kinney, Lena, mania, many, money, Mooney, Pawnee, pony, Ranney, renew, Rooney, Taney, tiny, ulna, viny, veiny.

Athenian, bandog, banish, bunch, bunchy, buttonweed, buttonwood, buttonhole, canary, cabinboy, conic, Cognac, downfall, evanish, evening, fawning, fanning, feigning, feigningly, finisher, finishing, fining, finance, leanly, leaner, Leonora, leavening, lineally, linear, manure, malignly, millenium, millinery, millionaire, Minorca, moonbeam, monarchy, monarchic, Monroe, occupancy, openness, opulency, paunch, piquancy, ponderous, poppinjay, punisher, pulmonic, punch, punish, ravening, redolency, roughening, skindeep, softening, spinach, Spanish, supineness, thinness, thinning, tinfoil, towntalk, vainness, vanishing.

Arraigns, dissonance, evince, fawns, feigns, fines, fins, heavens, Hessians, impatience, irons, lance, leans, lines, loins, loans, loons, manes, mince, mines, moans, nuns, offense, omniscience, patience, resonance, shins, shines, summons, thanes, thence.

Accidence, attains, atones, awakens, bans, beans, bins, bones, boons, buns, canes, chins, chains, cons, cones, coons, dance, deans, deigns, dens, dense, distance, dins, dines, dons, downs, duns, expense, gains, gowns, guns, impotence, inelegance, joins, kens, pawns, pans, pence, pens, Phillipines, pines, Poins, puns, rains, response, rounce, runs, sapience, suspense, tans, teens, tense, tines, Tompkins, tons, tones, towns, weakens.

Assistances, bounces, diligences, distances, dunces, elegances, expenses, expanses, instances, rinses, suspenses, vengeances.

EXERCISE XXIX.

The F-V Hook.—See paragraphs 108 to 112.

Par. 110 *a*.—Puff, beef, doff, chaff, calf, Gough, reef, rebuff, tariff, sheriff, scuff, seraph.

Pave, dive, rave, heave, dative, repave, Argive, bereave.

Par. 110 *b*.—Puffy, edify, defy, coffee, purify, verify.

Agave, bevy, Batavia, Davy, Java, Jehova, covey, anchovy, purvey, Fairview, larva, larvæ, Harvey, Hervey, survey.

Par. 111.—Buffer, taffeta, toughen, toughness, defeat, chaffing, chafing, cougher, rifle, raffle, rougher, refer.

Recover, recovery, paver, paving, obviate, bivouac, devote, devotee, rival, revery, revere.

Par. 112.—Puffs, doffs, coughs, reefs, rebuffs, tariffs, carafes, seraphs.

Calves, achieves, raves, heaves, archives, serves.

Dictation Exercise.—Buff, caitiff, carafe, chief, chafe, chuff, cough, coif, cuff, deaf, epitaph, gaff, giraffe, guff, hoof, huff, Jeff, rife, roof, rough, scoff, skiff, surf.

Achieve, archive, behave, Dave, dove (*past tense of dive*), dove (*a bird*), gyve, hive, hove, Jove, khedive, reave, rive, rove, serve, upheave, votive.

Beefy, beatify, chaffy, citify, deify, horrify, Jaffy, Morphy, Murphy, rarify, speechify, taffy, terrify.

Beefs, buffs, caitiffs, chiefs, chafes, coifs, cuffs, epitaphs, gaffs, giraffes, hoofs, roofs, scoffs, scuffs, sheriffs, skiffs, surfs.

Argives, behaves, bereaves, dives, gyves, hives, khedives, paves, reaves, repaves, rives, roves, upheaves.

EXERCISE XXX.

The Shun-hook. See paragraphs 113 to 118.

Par. 114 *a*.—Fashion, evasion, omission, oration, abolition, violation, intimation, mention, division, ignition, ascension, domination, assignation, reanimation, expostulation, starvation, definition, postulation, distension, assassination, collision, fascination, inanition, repulsion.

Par. 114 *b* (1).—Section, fiction, adhesion, eviction, hesitation, infection, deception, suspicion, recitation, exception, execution, exaction, benefaction, emancipation, institution, restitution, ulceration, deification, subsection.

Par. 114 *b* (2).—Option, passion, auction, cushion, abortion, diction, adoration, allegation, erection, inaction, caption, apparition, abjection, adaption, reduction, libation, extortion, iteration, separation, seduction, restoration, castigation, rejection, assertion.

Par. 114 *b* (3).—Edition, optician, obtusion, erudition, agitation, repetition, invitation, cogitation, facilitation, expedition, affectation.

Par. 114 *b* (4).—Optional, additional, rational, auctioneer, occasional, dictionary, sectional, executioner.

Par. 115 *b*.—Tuition, situation, variation, evacuation, intuition, deviation (*v-hook*), alleviation, radiation, insinuation, expiation, spoliation, affiliation, delineation, humiliation, palliation, retaliation.

Par. 115 *c*.—Association, vitiation, emaciation, initiation, renunciation.

Par. 116.—Passions, visions, emotions, orations, actions, mansions, revisions, sections, locations, exertions, portions, associations, temptations, assertions, occupations, injections, inventions, distinctions, suspicions, resolutions, abortions, delusions, opticians, repetitions, allegations.

Par. 117.—Position, physician, secession, excision, causation, supposition, vexation, indecision, dispossession, annexation, dispensation.

Positions, abscissions, decisions, recessions, excisions, impositions, sensations, dispositions, annexations, pulsations.

Dictation Exercise.—Ablution, abomination, absolution, accumulation, admission, adulation, allusion, ambition, ammunition,

animation, appellation, assumption, ascension, attention, cessation, coalition, coagulation, collation, damnation, delusion, derision, defamation, demolition, detention, derivation, dejection, destination, designation, devotion, diffusion, dilation, divination, dissension, dissimulation, dissemination, distinction, donation, effusion, evolution, elation, elevation, elimination, emulation, exhalation, expansion, formation, hallucination, illusion, immolation, impulsion, inhalation, infusion, invasion, involution, invention, intimation, locomotion, lotion, mansion, manipulation, mission, motion, munition, nation, notion, oblation, oppugnation, ovation, pension, pollution, population, reascension, remission, resignation, resolution, retention, revision, ruination, rumination, salivation, scintillation, session, stagnation, suffusion, tension, undulation, vaccination, vacillation, vatication, vision.

Affection, avocation, bisection, citation, cohesion, destitution, discussion, dislocation, dissection, dissipation, edification, elucidation, excitation, exertion, exhibition, exudation, faction, gestation, imbibation, inception, laceration, legation, location, locution, manifestation, ossification, oxidation, pacification, reception, restitution, revisitation, revocation, selection, station, suction, vacation, venesection, visitation, vocation.

Aberration, abnegation, action, acceleration, adoption, admiration, alienation, allocation, amelioration, apportion, arrogation, aspiration, benediction, caution, cooperation, corrosion, decoction, defection, demarkation, distortion, ejection, election, elocution, elongation, enaction, eruption, eradication, exacerbation, exaggeration, exhilaration, fumigation, inhibition, injection, incubation, inspiration, irrigation, irruption, litigation, melioration, negation, occasion, occupation, operation, peroration, portion, potion, reaction, reapportion, reelection, reenaction, reiteration, reparation, rogation, rustication, subjugation, suspiration, usurpation, variagation.

Addition, amputation, annotation, capitation, deputation, dictation, eructation, felicitation, habitation, imputation, inundation, limitation, mutation, notation, palpitation, partition, petition, potation, rendition, rotation, vegetation.

Actionary, additionally, cautionary, electioneer, exceptional, extortioner, occasionally, petitionary, petitioner, rationally, stationary, stationer, stationery.

Additions, admissions, allusions, appellations, auctions, avocations, benedictions, cautions, carnations, castigations, citations, collations, collisions, coronations, cushions, deputations, definitions, derivations, destinations, designations, deceptions, decoctions, divisions, dictations, discussions, distortions, dissensions, donations, ebullitions, editions, effusions, ejections, elisions, elections, elongations, elevations, emissions, eruptions, eructations, eradications, evasions, exaggerations, exceptions, executions, exhibitions, exhalations, expansions,

expeditions, fashions, fascinations, fusions, habitations, illusions, impulsions, inhalations, inspirations, institutions, intimations, innundations, invitations, legations, libations, limitations, lotions, manifestations, mentions, missions, motions, nations, notions, occasions, omissions, operations, ovations, partitions, pensions, petitions, potations, potions, reascensions, receptions, refashions, remissions, renditions, renovations, renunciations, ruminations, selections, separations, sessions, stations, undulations, vacations, visitations, vocations.

Abscission, accession, accusation, apposition, decision, deposition, disposition, dissuasion, fossilization, incision, imposition, laxation, nationalization, opposition, possession, pulsation, reannexation, recession, repossession, sensation, solemnization, succession, symbolization, taxation.

Accessions, accusations, causations, depositions, dissuasions, dispensations, incisions, laxations, oppositions, physicians, possessions, reannexations, secessions, solemnizations, successions, suppositions, symbolizations, vexations.

EXERCISE XXXI.

Final Hook Grammalogues.

Page 60.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Upon, been, ten, done, general, generally, can, again, gone, phonography, than, then, alone, man, men, opinion, none, above, whatever, differ, differed, different, difference, gave, whichever.

1. The man who lives but for his own sake is lower than the beasts. 2. No opinion is so general but some will refuse to receive it. 3. The rich man generally becomes possessed by his riches and then he is a slave. 4. The man who takes pains may attain success by whichever road he has gone to seek it. 5. If the young but gave a small portion of time to master phonography they would save it again and again. 6. Whatever you have to do, do as soon as you can. 7. If I have done all I can, I have done all you can ask. 8. Any man can give an opinion but few can take advice. 9. Men's opinions have always differed and it is safe to say they always will differ. 10. A fool can give an opinion upon ten different topics before a wise man can upon two. 11. If phonography were generally written we should all save much time which now is lost. 12. Nothing is mine alone; but mine to use, to enjoy and to share with my fellow men. 13. Men have long been of different opinions as to the right of any man to own a portion of the earth. 14. No mere difference of opinion can

justify violence in man against man. 15. Set your affections on things above and on none of the things on the earth.

EXERCISE XXXII.

The Small W-hook.—See paragraphs 122 to 129.

Par. 122.—Wail, wall, walrus, wane, war, warden, warm, wan, wealth, weariness, welcome, welfare, wench, wile, willow, win, wince, window, wolf, woman, woolly, wordy, worried, worthless, warranty.

Par. 127.—Edwin, unworn, beware, outworn, halfworn, Epworth, unworthy, unwearied, wayworn.

Par. 128.—Swam, swain, swarm, swarthy, swerve, swill, swirl, swollen, sworn, boatswain.

Par. 129.—Whale, whaler, wheel, whelm, whence, whilom, whimsical, whirling, whine, whorl, whinny, wheelman, wharfage, whaleback.

Dictation Exercise.—Wailer, wain, Wainwright, wale, Wallack, Waller, Wallis, wall-less, Walloon, wallop, wallow, wan-faced, wanly, wanness, wanton, wantonness, war-chief, war-dance, war-horse, war-knife, war-path, war-ship, war-song, war-whoop, war-worn, ware, warehouse, wareroom, warfare, warily, wariest, warlike, warming, warmth, warn, warner, warp, Warren, warring, warrior, wary, weal, wealthy, wean, wear, wearer, wearing, wearisome, weary, Welch, welkin, Wellington, Welsh, wen, werwolf, wiliness, wilier, wily, wincing, window-seat, Windsor, wine, Winnebago, winner, winning, winnow, winsome, winsomeness, wire, wire-edge, wire-puller, wiriness, wiry, wolf-dog, wolfish, wolf-skin, wolves, womanish, women, womanishness, women-folk, won, wool, woolen, woolpack, work, workaday, workhouse, worm, worm-eaten, wormwood, worn, worrisome, worry, worst, worth, worthily, worthier, worthlessly, worthy.

Forswear, forsworn, swallow, swallowed, swan, swarming, swarthier, swarthiest, swarthiness, swear, swell, swim, swimmer, swimming, swine, swinish, swirling, swoon, swore, swum.

Whaleboat, whalebone, whaleman, whale-oil, wharf, wharfman, wharfmaster, wheelbarrow, Wheeler, wheel-house, wheelway, wheelwork, wheel-worn, wheelwright, whelk, whelp, wherry, while, whilst, whim, whimsically, whimsicalness, whimsy, whining, whiningly, whir, whirl, whirligig, whirlpool.

EXERCISE XXXIII.

The L-hook.—See paragraphs 130 to 134.

Par. 133.—Plea, plow, blow, flee, flow, claw, clay, glue.

Apple, able, idle, addle, eagle, ogle, awful, evil, oval, idol.

Apply, ably, idly, éclat, ugly, awfully.

Plum, Plato, pledge, bluff, bleach, flume, flowery, flag, claim, glassy, bleat, clinch, gluttony, blossom, classic, flax, plowman, flagon, planet, platonic, flamingo, clemency, globular, flabbiness, clearance.

Abler, oblige, idler, applies, addles, afflict, appliance, eclipsing, acclivity, eclectic, affluence, acclamation, ableness.

Woful, waggle, Bible, facial, meekly, tickle, employ, ireful, chapel, goggle, magical, chemical, devilish, speckle, suitably, diplomacy, radical, obstacle, vocalist, legibly, roguishly, emblem, deplore, shuffler, unstable.

Par. 134.—Petal, battle, Mitchell, nobly, wriggle, novel, bungle, finical, terrible, assailable, revival, ineffable, cavalry, memorably, reflect, scuffle, indelible, unclasp, replevin, anglicize, amicably, fiddler, inflame, unlovely, dominical.

Dictation Exercise.—Blew, blue, clayey, Chloe, cloy, clue, flaw, flay, flew, flue, fly, glee, glow, gluey, play, ply.

Blackmail, blame, blasphemy, blazed, blazoning, blazon, blemish, blessedly, blight, bliss, blithe, block, blockhead, bloodiness, blueishness, blush, clammy, clarifying, clarion, clash, clause, cleanse, clearly, clench, clerical, clerk, climax, clip, clog, closely, cloth, clownish, club, clumsy, flaccid, flange, flab, flash, flask, flaxen, fleece, Flemish, flog, floridly, florist, flounce, flower, fluency, fluid, glance, glass, glazed, gleam, glen, glibly, glimpse, glisten, globe, globule, glossy, glottis, phlegm, plan, plank, plastic, platoon, please, pleased, pliancy, pluck, plumbago, plume, plunge, plus, Plymouth.

Acclaim, acclimation, afflatus, affliction, afflictive, applaud, applause, apple-pie, apples, applicable, applicably, application, awfulness, eagles, eclipsed, effloresce, effluence, effluvia, effluvium, evil-doer, evilness, evils, idleness, idles, idols, ogles.

Amiable, arable, audible, available, beneficial, biblical, bubble, buckle, bugle, cackle, cheaply, chivalry, cubical, curable, declare, declivity, desirably, diploma, double, edible, eligible, employer, especial, esplanade, faculty, fickle, firefly, fumbler, geological, giggle, heretical, hovel, idiotical, implore, infallible, inimitable, juggler, knavishly, lavishly, likelihood, localism, logical, mystical, nimble, official, oracle, palatial, pebble, periodical, pliable, poetical, powerful, pupil, removal, resumable, shovel, shuffle, shuttle, smuggle, stifle, stoical, table, tangible, teachable, theistical, thickly, thievishly, ticklish, tipple, total, useful, vocal, weavil, wiggle.

Admirable, affable, alienable, angler, answerable, barnacle, bellflower, Bethel, bevel, botanical, bottle, bungler, cauliflower, cavalcade, cavil, chilblain, circle, couple, cynical, dangler, definable, dissoluble, doleful, empirical, enable, enviable, feeble, fiddle, gavel, gobble, haggle, Hannibal, healable, hierarchal, ignoble, inclosed, inclusive,

inflict, invariably, jungle, knuckle, levelness, libel, lovable, mingle, miserable, movably, muffler, navigable, nibbler, nickle, novelty, paddle, panoply, pedal, rabble, rankly, reasonable, receivable, reflex, regal, repealable, replaced, repletion, shackle, snaffle, tangle, technical, tinkle, uncle, volubly, wrangle, wrinkle, wrathful.

EXERCISE XXXIV.

The R-hook.—See paragraphs 135 to 137.

Par. 135.—Pry, bray, free, trio, draw, throw, shrew, crow, gray.

Offer, eater, eider, ether, usher, acre, augur.

Affray, agree.

Prop, prowl, breathe, dream, trudge, freak, crumb, drag, shrill, grieve, bruise, thrice, bright, broken, driven, frenzy, prepare, tragic, brevity, critic, trustee, prince, trickle, crisis.

April, abridge, utterly, across, egregious, overlap, atrocity, adroit, ushers, oversee, apron, approve, address, attrition, oppressed, overturn, overflow, egress, overcome, Africa, eagerly, oppressor, average, approach, aphorism.

Poetry, powder, fiber, major, labor, teacher, leisure, robber, knocker, victor, gentry, poultry, fabric, theatric, alacrity, lethargy, spatter, slavery, flavor, clever, improper, chagrin, impress, increase, patronage, preacher.

Defray, wafer, baker, talker, Dover, jobber, checker, algebra, outbreak, diagram, chatter, tigress, depravity, astrology, epigram, mimicry, taper, arbor, chaffer, begrime, joker, wicker, tether, diaphragm.

Dictation Exercise.—Brew, brow, crew, cry, dray, drew, dry, fray, fro, fry, grow, pray, prow, threw, through, tray, tree, trow, try.

Adder, aider, author, azure, eager, either, ichor, ochre, odor, ogre, Ophir, other, otter, outer, utter.

Brain, bravery, breach, bribe, brick, bridle, brisk, broom, crab, crank, crawl, crayon, create, credence, crime, crisp, crop, crossed, cruelty, crusty, drain, dreary, drench, drive, droll, drop, drowsy, drudge, frail, frame, fresco, fresh, fresher, frost, frothy, grab, gracious, graphic, grasp, grass, greedy, groom, grudge, gruel, phrase, prefix, premium, price, princess, prism, process, progress, promise; propose, proxy, shrimp, shrine, shrink, shrivel, thread, thresh, thrifty, throes, trace, tracery, track, traffic, trail, train, trash, treatise, trellis, trim, trouble.

Aberdeen, Abraham, Abrahamic, Abram, abrasion, accretion, acrimony, addressed, addressing, Adrian, afresh, African, aggregate, aggression, aggressive, aggrieve, agreeable, agreeably, Agrippa,

Akron, appraised, appreciable, apprisal, approachable, approbation, approbative, approval, approve, apropos, atrocious, authoress, authorize, authorized, ebriety, Ephraim, Euphrates, O'Brien, offers, ogress, O'Grady, oppress, oppressing, oppression, oppressive, opprobrious, opprobrium, overalls, overbear, overblown, overbuy, overdo, overdone, overdose, overdraw, overgrowth, overhang, overhear, overlay, overlook, overmuch, overpass, overpay, overpower, overreach, override, overrun, overruling, overshadow, overweening, overwhelm, overwhelming, overwork, utterable, utterer.

Angry, archer, badger, barber, betray, blubber, cambric, camphor, cater, cleverly, cockerel, copper, daughter, dodger, electric, embroil, enshrine, entry, favorer, federation, feverish, gather, harbinger, heifer, highpriest, hither, hopper, hungry, impressed, improvise, intrigue, labyrinth, library, liquor, livery, lodger, lounger, maneuver, mongrel, obliger, obtrusion, paper, pilgrim, pusher, rasher, reapproach, recross, rector, redress, refresh, reproach, rigor, shelter, shiver, shoulder, snapper, sugar, sulphur, tatter, tawdry, unbroken, unthrifty, viper, voucher, wagers, withdrawal, worker.

Algebraic, ascribe, Australasia, autocracy, autocratic, autographic, beaker, beggar, beggarly, begriming, begrudge, Beverly, biographic, checkers, chider, chowder, choker, chopper, dapper, daybreak, decree, decrial, defrayer, degree, depressed, deprive, dethrone, digger, digress, fireproof, geographer, geographic, harper, hypocrisy, jabber, Jeffrey, jeopardy, Jethro, jigger, leapfrog, mackerel, maker, meager, outbrave, outcry, outgrown, Picardy, pickerel, pucker, Shadrach, smoker, tiger, tigerish, Tipperary, toper, tubercle, tucker, typography, watchmaker, wavers, weaker, weaver, Weber, weeper.

EXERCISE XXXV.

Irregular Double Consonants.—See paragraphs 138 and 139.

Par. 138.—Panel, final, venal, tunnel, kennel, unless, original, nominal, flannel, spinal, signal, diagonal, analyze, channel, penalty, funnel.

Exceedingly, glowingly, jugglingly, shufflingly, cavilingly, loveingly, bloomingly, obligingly, flamingly, glaringly, sparingly.

Enamel, animal, camel, enameling, malignity, animalness.

Laurel, coral, carol, caroling, spiral, spirally, rural, ruralness.

Choler, collar, scholar, Schiller, nailer, kneeler, color, Kneller, cooler.

Humor, roamer, warmer, calmer, former, Limerick, schemer, primer, tremor, grammar.

Inner, minor, tenor, tannery, mineral, funeral, manner, joiner, shiner, trainer.

Dictation Exercise.—Aboriginal, analogical, analogically, analyst, analyzed, analyzer, annals, autumnal, Bacchanal, channeling, diagonally, diurnal, enliven, fennel, finally, funnel, hexagonal, impanel, impaneling, kenneling, marginal, marginally, nominally, octagonal, originally, paneling, penal, seminal, tunneling, venally.

Blamer, brimmer, chimer, clamorous, defamer, dreamer, drummer, enamor, ephemeral, farmer, femoral, formerly, framer, glimmer, grimmer, hammer, hammering, hammers, Homer, humoring, humors, rimer, rumor, rumoring, skimmer, trimmer.

Banner, deanery, dinner, donor, Eleanor, generous, honor, honoring, honors, Minerva, owner, panorama, shiner, Sumner, tanner, tinner, ulnar, Wagner, whitener.

EXERCISE XXXVI.

Intervocalization.—See paragraph 140.

Par. 140.—Generic, marble, paralysis, locality, develop, analogy, anarchic, philology, telescope, barter.

Verb, border, affirm, nerve, church, portray, Virgil, allegorical, burglar, Normandy, Birmingham, fulcrum, purple, moralist, porcelain, devolve, divulge, colony, tolerably, inculcate.

Picture, puncture, fiduciary, lecture, rupture, capture, rapture, reticule, agriculture, lecturer, recapture, disfigure, circular, figurative, ridicule.

Par. 140 (*Note*).—Roll, enroll, unroll, enrolling, rail, railway, railroad, rule, ruler, ruleable, unrolling, relation, relative, realm, relish, relevancy, roller, rolling, railing.

Dictation Exercise.—Analogous, chargeable, chargeably, envelop (*v*), generical, impartial, legality, marshall, marvel, overcharge, parallel, paralytic, philologic, philosopher, philosophic, philosophize, philosophy, sharpening.

Adverb, adverse, allegorically, allegory, averse, aversely, aversion, burglary, colonial, Columbus, demonology, diabolical, diabolically, diverse, endorser, ethnology, hyperbole, impervious, infernal, inverse, isothermal, moralized, murmurer, murmuring, permeable, perjure, perjury, personage, personify, phonology, portrayer, purplish, reaffirm, renerve, sycamore, technology, tolerable, turtle, unburthen, unchurch, verbal, verbally, vermifuge, vernal, version.

EXERCISE XXXVII.

Triple and Quadruple Consonants.—See paragraphs 141 to 147.

Par. 141.—Splash, splice, spleen, splutter, splàtter, splicing, spliced, splenetic, splenetical, spleenishness, Sclavonic.

Supply, sable, civil, settle, satchel, cycle, civilize, Cyclops, sepulcher, sepulchral, cypher, sever, simmer, soother, sooner, suffers, southern, sufferable, sublimely, saddlebow, swaddle, supplication.

Par. 142.—Possible, physical, display, plausible, briskly, classical, disoblige, disclaim, exclaim, medicinal, discipline, obtrusively, depressingly, displeasing, exclusion, grotesquely, repressible, untraceable, disciple, noticeable, deducible, unappeasable, exclusive.

Pastry, fastener, mastery, destroy, dishonor, extra, prisoner, pasturage, rostrum, extreme, fixture, depositor, bestride, mistress, solicitor, distrust, expressly, pedestrian, apostrophize, prosperous, obstreperous, blusterer, blazonry, frustration, terrestrial, expressively, disthrone.

Par. 143.—Intrinsical, explosive, explicit, explanation, feasible, taxable, invisible, whisper, rascal, disprove, ancestry, prescription, proscribe, bescrawl, disproportion, disperse, disburden, registration, disapproval, shoestring, massacre, dulcimer, risible, crucible, explain.

Menstruum, monstrous, monster, monstrosity, monstrously, monstrousness, minstrel, minstrelsy, demonstrable, demonstrably, demonstrative, demonstrativeness, demonstration.

In writing the following words it is necessary to write the circle on the *outside* of the preceding curve, contrary to the general rule: Misapply, vesper, vestry, masonry, offspring, nostrum, nostril, sophistry, songstress, vestryman.

Write the word *necessarily* with a *large* circle within the *rl*-hook.

Par. 144.—Tasker, dissever, disagree, decipher, disagreeable, disgraced, disfranchise.

Par. 145.—Supper, sober, cedar, swagger, soprano, cypress, citron, sojourn, superfine, secretion, superficial, sacrificed, suppression, Socrates, supercargo, superstition, Sacramento, supreme, secrecy, supervision, superfluity, suppressed, sacristy, superinduce, swaggerer.

Skirmish, scurvy, spry, strew, spring, strife, stream, strike, strong, scrawl, sprain, spread, struggle, scruple, sprinkle, strengthen,

scripture, strangulation, strode, scurvily, springtide, scrupulous, stress, straddle.

Write the word *sister* with the large initial *evolute* circle.

Par. 147.—Stutter, stutteringly, stabber, stacker, stager, stagger, stalker, steeper, stepper, stitcher, stoker, stooper, stopper, stouter, stupor, stutterer.

Dictation Exercise.—Ciphers, civilian, civilized, civilizing, civilly, cyclopedia, psychological, sables, saddie, saffron, salver, saner, savor, seemer, seether, sepulture, settler, severance, sickle, sickliest, sickliness, sickly, sidle, signer, sinner, southerly, subliming, sublimity, subtle, suckle, suffer, sufferableness, sufferance, sufferer, suffrage, summer, summering, supple, suppleness, suppliance, supplicater, supplies, suttler, swivel, sibyl, sibylline.

Adducible, appeasable, appeasableness, chastisable, chess-player, classically, despisable, disable, disbelief, disbelieve, disciplinarian, disclose, disobligation, disobliger, disobligingly, disobligingness, displace, displaced, displacing, displayer, displease, displeased, displeasedness, disposable, disqualify, dropsical, exclaimer, exclaiming, exclamation, exclamative, exclusively, exclusiveness, impressible, intrusively, lackadaisical, medicinally, passable, passably, paschal, peaceable, peaceableness, peaceably, pedestal, phthisical, physically, plausibleness, plausibly, possibleness, possibly, purchasable, reducible, reducibleness, seducible, sidesaddle, traceable, traducible.

Abstraction, abstrusely, admixture, ambassador, Amsterdam, apostrophe, apostrophized, atmosphere, atmospheric, baptistry, besieger, besprinkle, bestraddle, bestrewn, bestrode, blusteringly, boisterousness, bowstring, chemistry, crusader, designer, destroyer, destruction, dextrous, dissuader, distraction, distress, distressed, distressfully, distribution, emblazonry, excrescence, excursion, excursive, expositor, express, expressed, expressible, expression, expressness, expurgation, exterminate, extirpation, extraction, extremity, extrication, extrinsic, fellow-sufferer, gastric, hemisphere, illustration, imposture, lucifer, masterly, misapprehension, mispronounce, mistrust, mixture, orchestra, orchestral, outstrip, pasture, poisoner, preposterous, prosper, prosperously, prostration, receiver, reciprocity, restriction, superstructure, tapestry, whomsoever.

Bescrawling, bescribble, dayspring, disapprobation, disapprobational, disapprobatory, disapprove, disapproving, disapprovingly, disburse, disbursed, disburser, disbursing, dispersed, dispersing, dispersion, disproportionable, disproportionableness, disproportionably, disproportional, disproportionally, disproportionate, disproportionately, encyclopedia, encyclopedist, explain, explainer, explanatoriness, explanatory, explicable, explicitly, explicitness, explode, exploration, explore, explorer, explosion, feasible, fusible, ineffaceable,

inexplicable, inexplicably, infusible, intrinsically, masker, passover, prescribe, prescription, refusable, visible, visibly, wiseacre.

Cheese-press, deceiver, decipherable, descry, disaffirm, disaffirming, disagreeableness, disagreeable, disfranchised, disfrachising, disgracing, disgracious, disseverance, disseveration.

Cibber, cider, Cyprus, saber, sacker, sacrificer, sacrificial, sacrificing, sacrilegious, sacrilegiously, sacrilegiousness, sadder, sager, sapper, sappers, satyr, seeker, setter, sicker, sipper, soberness, sobriety, solder, sucker, suitor, superadd, supercilious, superciliously, superciliousness, superexcellence, superficially, superficialness, superfluous, superfluously, superfluousness, superhuman, superinduced, superinducing, supernumerary, superscribe, supersede, superstitious, superstitiously, superstitiousness, supervene, supervise, supervised, supervising, supervisor, suppers, suppress, sweeter.

Scraggy, scramble, scrap, scrape, scraper, scratch, scratches, scream, screamer, screech, screen, screw, scribble, scribbler, scribe, scrip, scriptural, scrivener, scrofulous, scrub, scrupulously, scrupulousness, scurrilously, scurrilousness, scurviness, skirmisher, sprang, sprawl, spree, sprees, sprig, springiness, sprinkler, spruce, sprucely, spruceness, sprung, strain, strainer, strap, strata, straw, stray, streak, strengthening, strengthless, stretch, strewn, stride, striker, string, stringiness, stringy, strip, stripe, strive, stroke, stroll, stroller, strop, strove, strow, strown, struck, strung.

EXERCISE XXXVIII.

The Backward N-hook.—See paragraph 148.

Par. 148 *a*.—Unscrew, unsoberly, unstring, unstrung, inscribe, insuperable, insuperableness, insuperably, insuppressible, unsuppressed, instruction, unscriptural, unscripturally, unscrupulous, unscrupulously, unscrupulousness, inscriber.

Par. 148 *b*.—Insolence, unseemly, unseemliness, unsoldierly, unsoldierlike, unsolicitous, unceremonious, insurrection, insurrectionary.

Dictation Exercise.—Use the writing exercise.

EXERCISE XXXIX.

The Large W-hook.—See paragraphs 149 to 153.

Par. 150 *a*.—Twain, twang, tweak, tweezers, twice, twig, twin, twinkle, twitter.

Dwarf, dwarfish, dwell, dweller, dwelling-house, Dwight, dwelling-place.

Guiacum, guaniferous, guano, guava, Guelph.

Quack, cuirass, quake, qualm, quarter, queenly, quench, quiver, query, quibble, quicken, quiescence, quietly, quill, quirk, quiz, quota, quadruple, quarrel, queer, Quebec, quorum, Quincy, Quixotic, quicksilver.

Equip, equable, aquiline, equalize, equator, equilibrium, equation, equivoke, equinox, equivocate, equity, equally, equestrian, equiangular.

Par. 150 *b*.—Inquire, require, inquisition, requisition, Piqua, liquid, liquefy, liquefaction, adequacy.

Par. 152.—Sequacious, sequacity, sequel, sequence, sequential, sequester, sequestration, sequin, disquiet, disquisition, obsequious, obsequies, exquisite, exquisitely, exquisiteness.

Dictation Exercise.—Cuirassier, cuish, cuisine, quacked, quackery, quackish, quicksilver, quad, quadragesima, quadrangle, quadrangular, quadrennial, quadrille, quadrillion, quadrinomial, quadrisyllabic, quadrisyllable, quadroon, quadrumana, quadrumanous, quadruplication, quaff, quag, quagga, quaggy, quagmire, quail, quailing, quaked, Quaker, Quakerish, Quakerism, qualmish, quarantine, quarreler, quarreling, quarrelsome, quarried, quarrying, quarterly, quartermaster, quarterstaff, quarto, quash, quatrain, quaver, quean, queasiness, queasy, queen, queenlike, Queenstown, queerish, queerly, quell, queller, quelling, quencher, quenchless, queried, querist, quern, querulous, querulously, querulousness, querying, quest, quibbler, quick, quickener, quicklime, quickly, quickness, quickset, quid, quidity, quiesce, quiet, quieter, quietest, quietness, quietus, quilling, quincunx, quinine, quinsy, quintillian, quip, quire, quirkish, quitch, quixotical, quixotically, quixotism, quixotry, quizzed, quizzer, quizzical, quoth, quotidian.

Aquarian, aquarium, aquatic, aqueous, aqueousness, equably, equal, equalization, equalized, equalizing, equaling, equanimity, equatorial, equerry, equestrianism, equilibration, equilibrious, equilibrist, equilibrity, equine, equinoctial, equipage, equipoise, equitation, equivocal, equivocally, equivocation, equivocator.

EXERCISE XL.

Initial Hook Grammalogues.

Page 74.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Well, where, when, one, tell, till, twelve, call, difficult, difficulty, full, fully, only, principle, principal, principally, remember, remembered, truth, dear, care, from,

every, very, three, their, there, sure, surely, pleasure, Mr., remark, remarked, remarkable, remarkably, more, near, nor.

1. It has been well remarked, "No smoke can arise till there has been a fire." 2. By close study and faithful practise many have been able to master phonography in a remarkably brief time. 3. We may rightly call health the vital principle of pleasure. 4. Few of us always remember how very important it is to do well whatever we may have to do. 5. Our principal care should be to live fully—with all our faculties at work to some useful purpose. 6. When twelve honest men have no difficulty to agree, the law takes their decision as being the truth. 7. It is difficult to tell the truth in all cases, but it is surely a brave and noble thing to do. 8. Every pleasure we enjoy, it should be remembered, flows principally from our actions. 9. He who goes far from home is sure to remark many strange sights. 10. We leave more to do when we die than we have done. 11. Every pleasure seems dear to us in proportion as it is near. 12. Think of three things: Whence you come, where you go, and to whom you must answer. 13. It was Washington Irving who first wrote the remarkable expression, "the almighty dollar." 14. Only by full and free discussion can men hope to reach the truth in many difficult cases. 15. An honest man will make no rash promises, nor fail to keep one if he makes it.

EXERCISE XLI.

The Halving Principle.—See paragraphs 158 to 164.

Par. 159.—Fit, aft, east, sheet, hushed, caught, act, heaped, packet, merit, tippet, turret, eject, enact, adopt, hesitate, fatal, esteem, active, depict, fortune, petrify, plucked, enriched, vanished.

Ebbed, deed, goad, bead, joyed, avoid, bathed, vivid, tugged, rigid, unaided, jogged, caged, wisdom, turbid, candid, scathed, judicious, abduct, provide, dragged, avidity, argued, elbowed.

Par. 161.—Let, art, mat, knit, omit, pilot, helmet, alert, twilight, bullet, hermit, walnut, remote, unhurt, quilt, ignite, metal, oratory, native, antic, eminent, cutlet, ejaculate, return, climate.

Led, aimed, oiled, aired, yard, hand, award, pared, behold, field, veiled, timid, attired, assailed, index, scold, soundly, framed, endeavor, twirled, shared, pallid, indigo, astound.

Write in full: Weighed, winged, unweighed, hanged, whanged, imbued, honey-tongued.

Par. 162.—Hooked, hurt, halt, hemmed, herd, humid, hardness.

Par. 163.—Spot, sift, ceased, satiate, scout, smite, sonnet, sold, swiftly, biscuit, phosphate, dissipate, lacerate, insatiate, except, besieged, peasant, desert, desolate, result, resound, absurd, officered, jostled, insert.

Shouts, coats, wickets, pockets, edicts, garrets, lofts, agitates, benefits, carpets, units, pellets, magnets, buds, intents, snorts, penants, lads, viands, enfolds, buzzards, spouts, summits, resorts, chestnuts.

Steeped, stuffed, stitched, stalked, stubbed, stilt, start, steamed, midst.

Par. 164.—Plate, prate, split, flute, clot, fright, effort, trait, threat, crate, penult, replete, patriot, autocrat, flatly, freightage, sprout, straight, secrete, floatage, recruit, couplet, flotilla.

Blade, broad, dread, grade, upbraid, inbred, breadth, gladly, idled, hammered, agreed, bubbled, leveled, wavered, Arnold, Madrid, nibbled, juggled, shoveled, bannered, figured, summered, degrade, injured, sobered.

Quote, twit, quit, acquit, adequate, requite, squat, banquet, languid, adequately, requital, antiquate, equitable, equitably, aquatical, adequateness.

The following words are written with halved double consonants intervocalized: Beard, build, bird, averred, chart, gold, courtly, sport, cathartic, partner.

Dictation Exercise.—Abashed, accetify, actively, acute, adoptive, afoot, approached, apricot, apt, aqueduct, ascertain, attract, austerity, baked, barefoot, befitting, bethought, capital, captive, category, catnip, clipped, cogitate, cottage, cutlery, delicate, dipped, earthed, elective, enwrapped, epileptic, epitomize, equipped, eradicate, etiquette, fatally, fate, fetlock, flushed, freshet, gnashed, hitched, hoodwinked, hopped, hospital, iced, imitator, infatuate, initiatory, latched, lavished, looped, mimicked, mocked, muriate, nourished, novitiate, octillion, October, officiate, operative, optical, ostrich, palpitate, pirate, pitfall, Potomac, pottery, rectify, shut, sketched, suppurate, surfeit, taught, thwacked, tomahawked, touched, tripped, unyoked, upshot, whacked, wished.

Adjudicated, aided, alleged, arranged, assuaged, avenged, avowed,

bedewed, bequeathed, bodied, breathed, brigade, damaged, deluged, died, dodged, eased, emerged, endued, enraged, enslaved, envied, evading, fatigued, fervid, forbid, frigid, gibed, graduate, jawed, judicial, livid, managed, morbid, mouthed, moved, nerved, obduracy, obeyed, obliged, overjoyed, pervade, pillaged, plagued, ranged, remedied, reviewed, robbed, shadowed, sheaved, shelved, shrived, smoothed, sordid, subdued, surveyed, tagged, turbidly, twinged, unargued, vowed, wagged, wedged, wreathed.

Abhorrent, acclimate, aconite, advent, affiliate, antedate, Antioch, antiquary, antler, appellate, aromatic, arterial, artful, artillery, assault, assimilate, asthmatic, belittle, bergamot, Charlotte, cocoanut, collate, daylight, dilatory, efficient, effluent, elate, emulate, entity, gamut, gently, granite, humilate, idiomatic, infinite, intense, intimate, involute, Israelite, lateness, lighthouse, linnet, litany, lottery, lunatic, maturely, metaphor, meteoric, mignonette, motley, mutable, mute, nativity, naught, nautical, nettle, nightshade, notably, notebook, oblate, oratorio, oriental, ornately, parentage, permeate, polite, pollute, pullet, remotely, spoliate, support, ultimate, vacant, vintage.

Afield, alarmed, allude, allured, annealed, apalled, assumed, availed, becalmed, bewailed, blamed, blurred, cajoled, cashiered, charred, colonade, crawled, devoured, drawled, eastward, endless, erred, evident, fathomed, fattened, felled, froward, gnarled, hardened, hold, Indian, indict, indicate, intend, laudably, medallion, meddler, mediator, medical, medicate, medley, mermaid, minuend, mode, modicum, modify, ordeal, ordinary, overheard, owned, pinioned, poured, presumed, quailed, redeem, repealed, skimmed, spared, steward, teamed, termed, thrilled, thumbed, tolled, toughened, towered, unappalled, unequalled, upheld, valid, vineyard, whelmed, whirled, yelled.

Hacked, haltingly, heard, heart, heartless, hilt, hired, Holt, horde, hugged, hurd, hurtful, hurtfully, hurtless, unheard, exhumed.

Absent, absolute, accent, assassinate, bisect, buzzard, castled, cemetery, chastened, deceived, decimate, desired, dispite, disavowed, disobeyed, disowned, dissect, dissolute, disunite, disused, excelled, excitate, execute, exult, fascinate, fastened, gaslight, gasped, hastened, insect, lessened, lizard, macerate, misdeed, misguide, obsolete, occiput, pleasant, poisoned, psaltery, puzzled, rasped, reasoned, received, recent, resolute, resumed, risked, rosebud, sapped, scent, seared, sect, seethed, seized, skate, skittish, sleet, sobbed, softly, somewhat, soured, spite, spittle, summed, switched, testate, tusked, unsent, unsold, unsound, worsted (*n*), wainscot.

Abides, annotates, aspects, associates, ballots, baronets, baskets, bids, buckets, colonades, comets, corrupts, cuts, dedicates, deputes, descends, despots, dictates, directs, disunites, emeralds, enumerates, epaulets, epithets, evades, exacts, hearts, hordes, hornets, housemaids, Huguenots, inducts, inoculates, inserts, intends, latchets, leads, mates, modes, notes, officiates, omelets, oscillates, parapets, pats,

pheasants, plummets, populates, ports, prophets, pulpits, refutes, restates, retards, rivulets, scouts, shots, sonnets, swords, tanyards, tenants, thefts, tilts, tracts, vegetates.

Amidst, staked, stabbed, staved, stalled, stared, starred, stacked, stepped, stemmed, steeled, steered, stilled, stirred, stopped, stooped, stocked, stored, styled.

Affright, chaplet, cleet, clout, Crete, crout, Detroit, entreat, flat, flatten, flattish, fleet, fleeting, fleetly, flight, flit, flitting, float, floating, flout, fluting, fraught, freight, fret, fruit, fruitage, hypocrite, plat, plate, plight, plot, Pratt, secret, split, sprat, sprite, street, strut, throat, treat, trite, trot, trout.

Abrade, abroad, addled, angled, augured, babbled, beggared, beveled, bled, bleed, Bradley, braid, braved, breed, Bridewell, broad, broadly, coddled, cudgeled, cupboard, Donald, doubled, dried, enabled, enamored, fabled, favored, feathered, fiddled, gathered, glued, gobbled, haggard, haggled, half-blood, half-breed, harbored, hobbled, home-bred, honored, hovered, Hubbard, humbled, humored, hundred, hybrid, ill-bred, imbrued, joggled, labored, libeled, low-bred, measured, niggard, peddled, powdered, quivered, rumored, severed, shivered, sidled, simmered, sobered, swaggered, tethered, unbraid, undried, unhonored, waddled, wagered, warbled, well-bred, wheedled, wiggled, wriggled.

Bald, bard, beardless, begird, board, bold, cart, cartage, cortége, court, courthouse, gird, guard, guardless, ignored, inert, overboard, rebuild, regard, short.

EXERCISE XLII.

The Halving Principle. — Concluded. — See paragraphs 165 to 171.

Par. 165.—Paint, haunt, faint, vaunt, mount, lint, arrant, count, latent, fountain, patent, blunt, occupant, augment, scant, unbent, invent, ardent, reappoint, obedient, opulent, authentic, adamant, ancient (*shay*), element, reverent.

Hound, opened, fiend, amend, twined, assigned, loaned, bondage, vender, random, candor, surround, rejoined, second, brained, cleaned, aground, appendage, turned, buttoned, japanned, unearned, laundry, imagined, Ireland, reverend (*thicken the n-hook.*)

Yawned, impugned, ambient.

Faints, events, vaunts, chintz, mends, amends, plants, attends, lowlands.

Tuft, hoofed, rift, chafed, coughed, cleft, handcuffed, graft.

Paved, heaved, raved, achieved, derived, curved, served, approved, aggrieved, retrieved.

Hefts, hafts, rifts, rafts, gifts, clefts, crafts, grafts, tufts.

Fashioned, passioned, impassioned, motioned, auctioned, cautioned, occasioned, cushioned.

Par. 166.—Wilt, welt, wart, want, wont, wallet, thwart, athwart, wanting, waltz, swart, thwarting.

Willed, walled, weaned, weird, waned, wayward, reward, unwind, wilds, swelled, sward, wildfowl, windpipe, windlass, whirlwind, upward, backwardly, winding-sheet.

Par. 167.—Marred, admired, matured, glared, moored, answered, exert, article, separate, venerate, iterate, mart.

Writ, wrought, write, rot, rate, rote, rut, rat, root, rout, aright, riot.

Par. 168.—Card, feared, lured, warmed, acquired, unfeared, shield, midnight, slurred, flowered, maidenly, apprehend.

Par. 169.—Finest, roughest, briefest, gravest, gruffest, oftenest, vainest.

Par. 170 *a*.—Baited, habited, jotted, quieted, seated, obviated, berated, effected, attenuated, defeated, located, denoted, related, invited, actuated, elicited, blotted, delegated, decocted, far-sighted, righted, rooted, gray-headed, created, coquetted.

Weeded, headed, padded, faded, sided, paraded, divided, dissuaded, exceeded, applauded, threaded, shrouded, proceeded, undecided, corroded, pleaded.

Par. 170 *b*.—Plied, flowed, clawed, prayed, offered, treed, crowed, chattered, pickled, bottled, buckled, employed, tackled, replied, nibbled, shuffled, papered, betrayed, tapered, tattered, decreed, recurred, untried, colored, suffered.

Par. 170 *c*.—Piped, waved, mapped, leaked, leagued, kicked, quaked, judged, gagged, cracked, slaked, roared, deified, caulked.

Par. 170 *d*.—Radiated, waited, awaited, whetted, audited, dotted, dieted, doted, edited, dated, undated, unedited, situated, instituted, repudiated, inundated.

Par. 170 *e*.—Paid, tied, thawed, showed, cawed, laid, gnawed, wallowed, alloyed, wearied, hurried, annoyed, echoed, pitied, emptied, renewed, copied, borrowed, mellowed, rallied, queried, unoccupied, bestowed, canopied.

But verbs ending in *-fy* may form the past tense by halving the *f*: Horrified, vilified, typified, terrified, qualified, beautified, pacified, mortified.

Par. 170 *f*.—Acted, petted, budded, footed, matted, wilted, halted, warded, wanted, haunted, wounded, cheated, quoted, pelted, operated, rounded, melted, ticketed, repeated, landed, sifted, counted, courted, plotted, assented.

Par. 170 *g*.—Treated, deeded, lauded, awarded, folded, darted, anointed, imitated, agitated, unlighted, unaffrighted, gifted, irritated, annotated, unshielded.

Par. 171.—Rapid, wicked, method, afraid, hatred, infidel, include, orchard, freedom, cold, record, multitude, leopard, pedagogue, kidnap, longitude, intrepid.

Corvette, doubt, vote, budget, beautify, detach, litigate, private, credit, emigrate, generate, covert, gratify, candidate, vertex, built, mortal, invert, guiltless, vertical, inhabit, anecdote, brought.

When the present tense of a verb ends with loop-*st*, the past tense ends in circle-*s* and a half-length *t*: Hoisted, wasted, posted, feasted, vested, twisted, attested, assisted, arrested, accosted, breasted, trusted, enlisted, digested, requested.

In the following past tenses the halving principle is not employed, but the stroke-*d* follows *lay*: Healed, hailed, whistled, raffled, rivaled, embezzled, hurled.

In the following past tenses the stroke-*d* follows *rl*: Reeled, roiled, railed, ruled, rolled, enrolled, unrolled.

When a word ends with *t* or *d* preceded by two vowels one of which is accented, use the stroke: Create, fiat, duad, poet, Croat.

Dictation Exercise.—Adherent, affront, ailment, amount, anoint, appellant, appoint, arrogant, assailant, ascent, attaint, attentive, avaunt, banter, bent, brunt, burned, cant, cantata, canter, chant, countess, current, dent, eloquent, emollient, enchant, errant, event, fiendish, finder, flaunt, foment, gaunt, grant, hint, hunter, hydrant, identify, infant, jaunt, Kentucky, lenient, meant, mountain, pageant, painter, parent, payment, pent, phantom, pint, pliant, pointer, ponder, potent, print, quaint, quantity, quantum, recount, remount, rental, repent, runt, sequent, silent, stint, talent, taunt, tint, torrent, urgent, violent, warrant.

Abound, adorned, append, around, ascend, atoned, attained, bandage, bandit, binder, bond, boned, candle, chained, churned, coined,

crowned, demand, diamond, dinned, drained, enjoined, entwined, errand, fanned, feigned, found, gleaned, groaned, happened, harpooned, hidebound, hind, Holland, horned, Iceland, inland, ironed, island, jocund, kindle, land, legend, maligned, mender, moaned, obtained, offend, oppugned, ordained, pained, pawned, pined, planned, Poland, quandary, redound, refund, remind, roundly, shunned, spend, stained, summoned, thickened, thinned, tinned, unbend, unopened, vend, warned, whitened, widened, woodland, yearned.

Acquaints, binds, blends, daunts, finds, fonts, friends, grinds, hunts, joints, lends, mends, mints, moments, mounds, offends, points, pounds, raiments, rents, rinds, slants, stands, stunts, tyrants, vents.

Abaft, bereft, chaffed, craft, cuffed, dwarfed, gift, haft, heft, huffed, puffed, quaffed, raft, rebuffed, reefed, reft, rift, roofed, scoffed.

Achieved, behaved, behooved, bereaved, braved, carved, caved, craved, graved, grieved, grooved, gyved, hived, proved, reprieved, reproved, roved, unapproved, unpaved, upheaved.

Awkward, backward, hillward, homeward, inwardly, leeward, outward, outwardly, rearward, rewarding, southward, thwartingly, unwinding, wailed, wand, ward, warding, waywardly, weld, wend, Wentworth, wheeled, whined, wield, wiled, wind, wind (*v*), windfall, winding, windward, wired, wooled, wound, wounding.

Artifice, aspirate, aspired, assort, chariot, chlorate, claret, debarred, demerit, demurred, embowered, eviscerate, exhort, gored, mired, moored, pirate, quart, retort, saturate, smart, smeared, ulcerate, unadmired, unanswered, unmoored.

Cleared, cord, curd, cured, declared, dockyard, fired, floored, inquired, leered, lowered, madden, maiden, maidenhood, required, scared, scarred, scoured, secured, sheet-lead, squared, swarmed, unacquired, unwarmed, wormed.

Abated, abetted, abnegated, abominated, affected, affectedly, alienated, alleviated, animated, batted, bayoneted, besotted, bigoted, bitted, bloated, bonneted, booted, bruited, cited, closeted, coacted, coveted, debated, debited, derogated, detonated, devoted, dominated, effeminated, elevated, eliminated, evacuated, excited, fumigated, gazetted, gibbeted, glutted, grated, greeted, incited, inhabited, innovated, jutted, litigated, mediated, narrated, quick-witted, rabbeted, rated, rebated, rebutted, receipted, recited, rioted, riveted, rotted, routed, sated, sighted, suited, sweated, targeted, unabated, unabetted, unexcited, unquieted, unsated, unseated, unsuited, variegated.

Added, beheaded, ceded, coincided, crowded, decided, decidedly, derided, dividedly, embedded, flooded, hooded, light-headed, many-headed, persuaded, preceded, raided, receded, shrouded, spaded, speeded, thick-headed, unfaded, unheeded, unweeded, weak-headed, widowed, wrong-headed.

Accoutered, applied, baffled, battered, beetled, butchered, buttered, checkered, chuckled, ciphered, collared, coupled, cried,

dappled, decried, defrayed, deployed, deterred, enameled, flayed, freed, fried, implied, incurred, insured, kenneled, knuckled, muffled, paneled, pattered, peopled, peppered, played, ploughed, preyed, rippled, shackled, settled, sickled, soldered, strayed, succored, suckled, supplied, tickled, tippled, titled, tittered, toppled, tottered, tunneled, tutored, twittered, unapplied, uncheckered, unoffered, unshipped, ushered, uttered, victualed, wafered, whiskered, whispered, whittled.

Abhorred, bilked, bobbed, caked, churched, cocked, cooked, lagged, legged, licked, liked, locked, logged, looked, lugged, mobbed, moped, mopped, peeped, piped, popped, reared, uncharged, unchurched, waved.

Allayed, allied, arrayed, balconied, barbecued, belied, bullied, buried, burrowed, canopied, carried, chewed, cooed, cowed, curried, dallied, deep-laid, dirtied, disallowed, disarrayed, dismayed, espied, ferried, furrowed, gullied, hackneyed, hallooed, harried, hollowed, honeyed, issued, jockeyed, keyed, lied, married, narrowed, neighed, occupied, parried, pawed, pied, pillowed, quarried, repaid, rescued, shied, shoed, spewed, tallied, tarried, tattooed, thick-laid, tied, tongue-tied, toyed, unallayed, unallied, unallowed, unalloyed, unannoyed, unarrayed, undecayed, undismayed, unespied, unhackneyed, unhallowed, unpitied, unthawed, untied, varied, waylaid, winnowed, worried.

Acetified, classified, crucified, fortified, liquified, modified, mollified, notified, purified, rarified, ratified, rectified, tumified, unpacified, unpurified, unqualified, verified.

Abounded, acquitted, addicted, admitted, adopted, affiliated, allotted, amended, appended, ascended, associated, assorted, balloted, bearded, boarded, boded, bolted, brooded, chatted, clotted, collated, delineated, diluted, elected, emaciated, enacted, ended, fitted, floated, glided, goaded, guarded, hazarded, heated, hinted, humiliated, ignited, initiated, invaded, jaded, jolted, knighted, lifted, lighted, merited, noted, nodded, offended, omitted, ousted, palliated, patted, piloted, pocketed, populated, pounded, quilted, refuted, retaliated, saluted, shifted, shouted, skated, slighted, sounded, spotted, tainted, thwarted, turreted, unitedly, violated, wafted, warranted, wielded.

Afforded, carded, cogitated, corded, diluted, dictated, elided, enfiladed, enfolded, escaladed, estated, forded, heralded, herded, hoarded, laded, leaded, loaded, molded, open-hearted, remolded, retreated, sorted, twitted, unfolded, unhoarded, unloaded, unyielded, weak-hearted, yielded.

Alfred, beatitude, codify, desuetude, dotard, epidemic, escapade, federal, fortitude, inaptitude, inifinitude, inquietude, jeopard, lassitude, latitude, methodical, methodically, prodigious, prodigy, quietude, rapidity, rectitude, seclude, solitude, torpidity, trade, turpitude, wickedness.

Abrogate, accredit, adulterate, affidavit, aggravate, Albert, alphabetic, attribute, avert, beautifier, beautiful, beautifully, beautifying, Bridget, brutish, curvate, curvet, debate, debit, detached, doublet, doubtable, doubtful, doubtfully, editorial, editorially, Egbert, energetic, evitable, exhibit, geodetic, girt, habit, habitable, Herbert, hereditary, imbrute, incubate, inertly, inundate, invite, itinerate, Jacobite, legitimacy, legitimate, migrate, misdoubt, mortality, mortalize, mortally, myrtle, overt, overtly, rebuilt, redoubtable, renovate, repudiate, Robert, vegetable, verbatim, vertically, vertigo, vortex.

Ballasted, basted, blasted, boasted, bursted, coasted, detested, dusted, entwisted, fasted, foisted, harvested, hasted, infested, invested, jested, molested, pasted, posted, rested, rusted, tasted, tested, thirsted, toasted, unattested, untasted, untwisted, unvisited, visited.

Hauled, hilled, howled, hulled, hustled, inhaled, muzzled, ravelled, revelled, rifled, ruffled, unmuzzled.

EXERCISE XLIII.

Half-length Grammalogues.

Page 80.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Did, could, got, get, good, after, thought, without, that, let, lord, read, word, might, made, immediate, immediately, nature, not, under.

1. A rose without a thorn is a thing not found in nature. 2. Let us dare to do our duty as we understand it. 3. Gain not base gains; they are the same as losses. 4. A word spoken in due season, how good it is. 5. He that makes haste to be rich shall not be innocent. 6. Even a fool if he hold his peace is thought wise. 7. When a man gets rich by some new trick others immediately try to do likewise. 8. In striving after a remote possession men often lose the chance of immediate gain. 9. A wise man will desire no more than may be got with honesty. 10. If all men did right, lawyers, doctors and preachers might starve. 11. We might all be far happier could we but learn to wait in patience. 12. It is as hard to do business without money as it is to see without eyes. 13. That man alone is free who is lord of his own desires. 14. While we read we should think; when we act we should have thought. 15. He who has made an enemy has done a sad day's work.

EXERCISE XLIV.

Half-length Grammalogues.—Concluded.

Page 82.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Particular, particularly, part, spirit, behind, told, toward, child, gentleman, gentlemen, called, cared, accord, according, accordingly, quite, account, cannot, great, world, seemed, mind, went.

1. We are told that an ounce of wit that is bought is worth a pound that is taught. 2. A true gentleman will act from principle and will not fear what the world says. 3. They who care not what the world thinks are quite likely to be misunderstood. 4. It is not enough to have great talents; we should also be able to turn them to account. 5. Train up a child in the way he should go and when he is old he will not depart from it. 6. Those who have suffered most should feel most pity toward others. 7. Judge not according to appearances; the spirit we cannot see with our eyes. 8. The great spirits of this world leave a great name behind them. 9. We cannot judge the whole nature of a man from any particular act. 10. A healthy mind and a free spirit cannot abide in an unclean body. 11. They cannot be called gentlemen who have never cared for the feelings of others. 12. Plenty of exercise and sleep are important to health, particularly in youth. 13. When the cat went away, the mice lived in the pantry. 14. Play your part with such ability as you possess and you shall have your reward accordingly. 15. They live ill at ease who live not in accord with the spirit of their own times.

EXERCISE XLV.

Words from which Consonants are Omitted.—See paragraph 174.

Par. 174 *a*.—Tempt, damped, thumped, camped, swamped, trumped, exemption, prompt, assumption, glimpse, encamped.

Par. 174 *b*.—Anxious, distinction, function, sanctity, injunction, instinctive, punctuate.

Par. 174 *c*.—Postmark, postdate, post-paid, postman, post-office, postscript, postpone, postponed, postfix, postdiluvial, pasteboard, waistcoat.

Par. 174.—*Note*.—Transpose, transplant, transpire, transport, transparent, transfuse, transfer, transform, transfix, transfigure, transmit,

transitive, translate, transcend, transact, transcript, transcribe, transgress, transverse, transpierce, translucent, transmigrate, transitory.

Dictation Exercise.—Assumpsit, attempt, attempted, bethumped, champed, clamped, cramped, crimped, decamped, exempt, jumped, lumped, pumped, stamped, stumped, sumptuous, symptom, tempted, tramped, unattempted, untempted.

Adjunctive, anxiety, disjunction, disjunctive, distinctive, extinction, injunction, junction, punctuated, sanction, subjunctive, unction.

Transacted, transaction, transactor, transalpine, transatlantic, transcendency, transcendent, transcendental, transcendentalism, transcendently, transcriber, transcription, transferable, transferred, transferrence, transfiguration, transfixed, transfixing, transformation, transformed, transfusible, transfusing, transfusion, transgressed, transgressing, transgressional, transgressive, transgressor, transitiveness, transitorily, transitoriness, translatable, translated, translation, translator, translucency, translucid, transmigrant, transmigration, transmigratory, transmissible, transmission, transmissive, transmittable, transmitted, transmutation, transmute, transparency, transparently, transpierced, transpired, transplanted, transplanter, transportable, transportation, transporter, transposal, transposition, transubstantiate, transubstantiation, transversely, Transylvania.

EXERCISE XLVI.

Double-length Strokes.—See paragraphs 175 to 182.

Par. 175.—Water, meter, thermometer, trumpeter, rafter, lifter, fighter, waiter, loiter, inviter, swelter, dissenter, winter, voter, deserter, minister, shatter, remitter, alter, lateral, porter, flutter, fritter, smatter, diameter.

Fodder, shudder, slider, alder, wander, gender, tender, tinder, hoarder, warder, order, surrender, deluder, ardor, hinder, render, freeholder, oleander, bewilder.

Par. 176.—Weather, father, grandfather, godfather, forefather, lather, whether, nether, thither, whither, lither, wither, mother, grandmother, godmother, smother.

Par. 177.—Anker, hanker, thinker, franker, rancor, drunker.

Anger, finger, linger, conger, monger, younger, longer, stronger.

Par. 178.—Scamper, damper, hamper, pamper, tamper, stamper, temper, distemper, simper, bumper, thumper, jumper.

Amber, chamber, bed-chamber, presence-chamber, limber, clamber, timber, umber, cumber, encumber, cucumber, lumber.

Par. 181.—Material, materially, entirely, entire, materiality, materialize.

Farther, further, murder, larder.

Par. 182.—Modern, eastern, astern, modernize, northern, subaltern, intern, slattern.

Past tenses of verbs whose present forms end with double-lengths are generally written with half-length double consonants: Watered, loitered, faltered, sweltered, muttered, ordered, weathered, smothered, scampered, simpered, murdered, furthered.

After double-length *n*, *ng* and *sh*, however, past tenses are formed by adding the stroke-*d* to the form of the present: Entered, wintered, anchored, fingered, shattered, shuddered, engendered.

Dictation Exercise.—Aerometer, barometer, bolter, chronometer, colter, deadwater, enter, falter, fetter, filter, fitter, halter, hexameter, knitter, laterally, latterly, laughter, lighter, literal, literally, literati, litter, liturgy, micrometer, midwinter, mutter, neuter, niter, obliterate, palter, philter, polluter, prompter, Psalter, reenter, salter, saunter, shifter, shutter, simitar, slater, slaughter, smelter, smiter, sumpter, supporter, tempter, transmuter, unfetter, vaulter, waterlogged, welter.

Asunder, attainder, backslider, boulder, cinder, coriander, defender, disorder, elder, Endor, engender, hazarder, holder, householder, invader, joinder, ladder, madder, molder, nadir, orderly, provender, provider, rejoinder, render, retarder, sender, smolder, sunder, surrender, tender, thunder, upholder, wilder, winder, wonder, yonder.

Anchor, canker, danker, drinker, flanker, lanker, ranker, sinker, tinker, winker, younker.

Altered, bewildered, chambered, cumbered, disordered, distempered, fathered, fettered, filtered, fluttered, hampered, lathered, littered, lumbered, moldered, mothered, paltered, pampered, slaughtered, smoldered, tampered, timbered, unfettered, wildered, withered.

Angered, cankered, hankered, hindered, lingered, reentered, rendered, sauntered, surrendered, tendered, thundered, tinkered, wandered, wondered.

EXERCISE XLVII.

Double-length Grammalogues.

Page 86.—For each of the following grammalogues write the corresponding logogram, filling a line with each: Neither, another, letter, matter.

1. This world is nothing except as it tends to another. 2. To a good speaker the matter is of more importance than the manner.

3. That which you sow to-day you will at some future time reap. 4. One man may bring a horse to water but a hundred cannot make him drink. 5. What one day gives us another may take away from us. 6. Let all things be done decently and in order. 7. If thine enemy hunger feed him; if he thirst give him to drink. 8. Render unto Caesar the things that are Caesar's. 9. When it is evening we say it will be fair weather if the sky is red. 10. Be not ignorant of anything in a great matter or a small. 11. Many waters cannot quench love, neither can the floods drown it. 12. Cast thy bread upon the waters; for thou shalt find it after many days. 13. They who are perfect in the letter of the law often miss the spirit. 14. They seldom succeed in anything who always turn from one thing to another. 15. To serve the public faithfully and at the same time please it entirely is a thing not to be done.

EXERCISE XLVIII.

Compounded Logograms.

Par. 183.—Use the list of words given in the text. This list contains almost all the useful English words written according to this principle.

EXERCISE XLIX.

The Ticks.—See paragraphs 184 to 186.

Par. 185.—Write *the* downward: After-the, all-the, are-the, as-the (write *as* involute), be-the, between-the, come-the, down-the, for-the, in-the, like-the, mind-the, nor-the, of-the, that-the, to-the, gives-the, whence-the.

Write *the* upward: Am-the, but-the, can-the, do-the, from-the, shall-the, than-the, seems-the, just-the.

Par. 186.—Write the tick downward: Been-a (an), gives-a (an), if-a (an), in-a (an), knows-a (an), mind-a (an), nor-a (an), says-a (an), shall-a (an), thinks-a (an), where-a (an), yet-a (an).

Write the tick to the right: As-a (an) (write *as* involute), at-a (an), can-a (an), from-a (an), does-a (an), just-a (an), say-a (an), would-a (an).

Write the tick to the right: A-day, a-first, a-great, a-just, a-life, a-part, a-thought, a-time, a-truth, a-very, a-work, a-breath, a-chance,

a-credit, a-debt, a-delight, a-failure, a-form, a-fragment, a-gradual, a-half, a-jury, a-limit, a-province, a-rail.

An-addition, an-affection, an-appropriation, an-attempt, an-authentic, an-aversion, an-elevation, an-illogical, an-illustration, an-oath.

And-a, and-after, and-as, and-at, and-every, and-first, and-great, and-have, and-he, and-just, and-let, and-other, and-part, and-the, and-them, and-truth, and-with, and-you, and-your, and-also, and-fail, and-furnish, and-generally, and-relish, and-warn.

Dictation Exercise.—Been-the, by-the, comes-the, give-the, has-the, have-the, if-the, is-the, know-the, knows-the, likes-the, love-the, loves-the, make-the, makes-the, not-the, on-the, only-the, seen-the, should-the, take-the, takes-the, think-the, thinks-the, though-the, under-the, up-the, upon-the, were-the, when-the, where-the, with-the, without-the, work-the, works-the.

At-the, had-the, into-the, made-the, may-the, or-the, say-the, says-the, see-the, sees-the, so-the, there-the, unto-the, was-the, what-the, which-the, who-the, would-the.

After-a (an), between-a (an), for-a (an), give-a (an), have-a (an), know-a (an), like-a (an), likes-a (an), love-a (an), loves-a (an), make-a (an), makes-a (an), not-a (an), only-a (an), sees-a (an), take-a (an), takes-a (an), under-a (an), upon-a (an), were-a (an), when-a (an), with-a (an), work-a (an), works-a (an).

But-a (an), do-a (an), had-a (an), has-a (an), into-a (an), is-a (an), or-a (an), see-a (an), so-a (an), than-a (an), there-a (an), unto-a (an), was-a (an), what-a (an), which-a (an), who-a (an).

A-brief, a-broad, a-burden, a-chamber, a-court, a-crime, a-curse, a-daughter, a-death, a-defense, a-delusion, a-demonstration, a-department, a-descent, a-desire, a-despot, a-disadvantage, a-dispensation, a-doubt, a-duty, a-family, a-fantastic, a-farther, a-fashion, a-favor, a-feature, a-few, a-finish, a-foundation, a-frequent, a-friend, a-further, a-general, a-gentle, a-grand, a-joy, a-judgment, a-judicious, a-lady, a-law, a-letter, a-light, a-like, a-little, a-luxury, a-partial, a-partner, a-permit, a-person, a-phenomenon, a-preparation, a-president, a-problem, a-procession, a-proclamation, a-promise, a-promotion, a-railway, a-relief, a-relish, a-temptation, a-theory, a-touch, a-vacancy, a-vegetable, a-very, a-vindication, a-violent, a-vision, a-voice, a-voter, a-war, a-warehouse, a-warrant, a-worthy.

An-adequate, an-admission, an-advantage, an-advocate, an-atmosphere, an-attendance, an-attraction, an-available, an-avocation, an-avoidance, an-edition, an-education, an-effect, an-effort, an-evasion, an-event, an-evidence, an-evolution, an-illusion, an-office.

And-add, and-admit, and-advise, and-affect, and-afterwards, and-allow, and-always, and-an, and-appreciate, and-attempt, and-attract, and-avoid, and-brief, and-broad, and-desire, and-devise, and-display,

and-do, and-down, and-each, and-effect, and-evade, and-evidence, and-false, and-few, and-find, and-for, and-form, and-from, and-gentlemen, and-had, and-half, and-has, and-his, and-if, and-is, and-it, and-join, and-judge, and-life, and-like, and-little, and-often, and-out, and-over, and-particularly, and-permission, and-prepare, and-proceed, and-profit, and-prove, and-relate, and-take, and-that, and-there, and-they, and-think, and-this, and-thou, and-treat, and-truly, and-turn, and-vain, and-very, and-we, and-were, and-whatever, and-where, and-which, and-who, and-will, and-without, and-work, and-ye, and-yet.

EXERCISE L.

Disjoined Affixes.—See paragraphs 187 to 189.

Par. 188 *a*.—Use the stroke-*ing*: Pacifying, vieing, thawing, scathing, fishing, lashing, piling, puzzling, annoying, chastening, ringing, pacing, reposing, abusing, tracing, dressing, casing, chasing, creasing, glazing, suffusing, revising, rousing, puffing, yawning.

Use the dot-*ing*: Essaying, obeying, hopping, eating, awaiting, aiding, witching, hedging, awaking, hooking, hugging, hollowing, allaying, abashing, moping, mining, making, sharing, shining, plowing, loosing, arousing, ranging, abandoning, enchanting.

Par. 188 *b*.—Etchings, whippings, doings, washings, icings, echoings, hallooings, sayings, emptyings, meanings, teachings, twitchings, ravings, riggings, joinings, copings, drawings, ratings, chidings, coatings, swellings, ceilings, musings, openings, gruntings

Par. 188 *c*.—Buying-the, watching-the, arraying-the, packing-the, touching-the, brewing-the, hunting-the, guiding-the, erasing-the, whitening-the, dividing-the, abbreviating-the, sharpening-the, governing-the, estimating-the, prosecuting-the, discounting-the, befriending-the, exhausting-the, managing-the, arranging-the, quieting-the, mocking-the, shadowing-the, augmenting-the.

Par. 188 *d*.—Justly, bluntly, urgently, diligently, vainly, expediently, deftly, suddenly, manly, positively, prudently, relatively, chastely, friendly, slovenly, impenitently, openly, flippantly, vehemently, figuratively, demonstratively, thinly, triumphantly, flagrantly.

Par. 188 *e*.—Servility, futility, generality, frugality, barbarity, infidelity, impenetrability, vitality, flexibility, singularity, sensibility, posterity, credibility, incapability, affability, hospitality, polarity,

susceptibility, disability, culpability, solubility, cordiality, malleability, prosperity.

Par. 188 *f*.—Friendship, lordship, clerkship, courtship, scholarship, fellowship, hardship, horsemanship, censorship, kingship, rectorship, deaconship.

Par. 188 *g*.—Himself, herself, ourself, itself, thyself, myself, themselves, ourselves, yourselves.

Par. 189 *a*.—Conceal, concenter, concern, conclude, concession, condone, confide, congeal, conspire, conscience, contemplation, consequence, contrary, conveyance, conundrum, contiguous, consecutive, consolidate, constraint, confiscate, conduct, congratulate, condescend, connect, concussion.

Commingle, comminution, commit, commune, computability, communicant, compurgation, compunctuous, compressive, comprehensive, composite, comprehend, composedly, complimentary, complexity, completely, competitor, competence, compensation, compatible, compassion, compare, community, commeasurable, commandery.

Cognate, cognition, cognizance, cognomen, cognitive, cognation.

Reconstruct, unconfined, inconvenience, inconsistent, recommend, incompetent, unconcern, disconnect, reconnoiter, recondite, discontended, accomplish, recumbent, reconciliation, encumber, unconditional, inconstancy, recommendation, uncompact, accommodation, decomposition, unconscious, uncontrolled, incumbent, unconvinced.

Par. 189 *b*.—Counteract, counter-agent, counterbalance, countercharge, counterpane, countercheck, counterplot, counterpoise, countershaft, countermarch, counterweigh, counterbore, counterfoil, countermotion, counterfeit, countercurrent, counterpoint, countersign, countervail, counter-evidence, counteractive, counter-irritant, counterdrain, counter-statement, countermine.

Contraband, contrabass, contradict, contradistinction, contravene, contrapuntal, contradance.

Controversary, controversial, controvert, controversially, controvertible, controversy, controversialist, controvertibly.

Par. 189 *c*.—Circumambient, circumference, circumflex, circumjacent, circumnavigate, circumscribe, circumspect, circumstance, circumvallation, circumvention, circumscription, circumlocution, cir-

cumrotary, circumlocutory, circumgyration, circumstantiate, circumspectively, circumvolution.

Par. 189 *d*.—Self-appointed, self-assertion, self-centered, self-defense, self-denial, self-destruction, self-esteem, self-evident, self-forgetful, selfish, self-possessed, self-protection, self-same, self-reliant, self-restraint, self-indulgence, self-assumption, self-dependent, self-depreciation, self-command, self-conscious, self-control, self-content, self-confidence, self-conviction.

Par. 189 *e*.—Interpret, interrogative, interrupt, intersperse, intervene, interwoven, intercede, intercession, intercourse, interference, interlaced, interlineal, interloper, intermediate, interdiction, interpose, intermittent, interlocution, intercommunion, interconnection, interview, intersect, intermix, interplead, intercellular.

Introduce, introducer, introduction, introductive, introspect, introspection, introspective, introversion.

Enterprise, enterprizing, entertain, entertainingness, entertainment, enterprisingly, entertainer, entertainingly.

Par. 189 *f*.—Magnifiable, magnifical, magnifically, Magnificat, magnification, magnificence, magnificent, magnificently, magnifico, magnifier, magnific, magnify, magniloquence, magniloquent, magniloquently, magnitude.

Magnanimity, magnanimous, magnanimously.

Dictation Exercise.—Accusing, achieving, appeasing, approving, avoiding, blazing, bluffing, bowling, bracing, braving, bringing, broiling, causing, chiseling, christening, classifying, clinging, closing, coalescing, cooling, dazzling, dealing, driving, drizzling, enticing, evening, facing, failing, fainting, falsifying, fanning, fastening, flaunting, founding, frothing, galling, guessing, hastening, hissing, levying, nodding, nursing, passing, paving, piecing, placing, poising, poisoning, possessing, pressing, qualifying, receiving, resenting, reviewing, scrawling, slashing, snarling, sneezing, sounding, spacing, spicing, stiffening, stinging, striving, sufficing, supposing, surveying, thinning, tolling, tossing, vending, wincing, winding, witnessing, yelling.

Alleging, amusing, applying, appropriating, blunting, budging, chapping, dating, debilitating, degrading, delaying, demanding, demeaning, deriving, desisting, distancing, dogging, dubbing, ebbing, entrancing, equipping, existing, expediting, fomenting, forgetting, freeing, gagging, getting, glowing, harping, heaping, huddling, hurting, idling, infesting, itching, joking, liberating, looking, lulling, mastering, mooting, paying, perching, persisting, pouring, predicat-

ing, prostrating, repaying, requesting, revoking, rooting, searing, slanting, spraining, subjoining, succeeding, superadding, tasking, thatching, thrusting, tying, unbending, undoing, ushering, using, victimizing, wadding, waiting, wasting, weathering, wedging, wiping, wrecking, yachting.

Ailings, airings, banterings, barkings, bearings, beatings, blunderings, blusterings, bowings, brushings, cawings, comings, cooings, crowings, cuffings, duckings, eddyings, edgings, gainings, gallopings, garlandings, goings, graftings, haltings, haulings, hobblings, howlings, launchings, likings, linings, lodgings, mattings, meetings, misdoings, mutterings, offerings, outings, pawnings, pesterings, placardings, plasterings, ponderings, poutings, prayings, ragings, riotings, rovings, scrapings, screechings, showings, sighings, smatterings, sobbings, solicitings, spankings, spatterings, spendings, splashings, splutterings, suitings, surroundings, sweepings, tattooings, toyings, utterings, voyagings, weddings, weedings, whackings, whistlings, workings, wrappings, writings, yelpings.

Adorning-the, allowing-the, aping-the, apportioning-the, attacking-the, auditing-the, awarding-the, bedewing-the, begging-the, belaying-the, besieging-the, blasting-the, blinding-the, branding-the, carving-the, cashing-the, chewing-the, coining-the, crediting-the, cutting-the, dodging-the, effecting-the, endowing-the, foraging-the, forestalling-the, fostering-the, healing-the, hiding-the, hiring-the, hoisting-the, infringing-the, investing-the, jarring-the, keeping-the, kicking-the, locking-the, matching-the, melting-the, missing-the, oiling-the, omitting-the, patching-the, pawning-the, penetrating-the, perverting-the, pillaging-the, printing-the, propitiating-the, protracting-the, quenching-the, quickening-the, recasting-the, regretting-the, reminding-the, rubbing-the, scattering-the, seizing-the, selling-the, setting-the, shaking-the, shearing-the, shooting-the, starving-the, stationing-the, stewing-the, stretching-the, striking-the, stunting-the, towing-the, trying-the, tuning-the, unbarring-the, upheaving-the, wagging-the.

Ardently, authoritatively, blindly, bravely, cogently, commonly, definitively, diffidently, diminutively, disobediently, distantly, effectively, extravagantly, fondly, gentlemanly, gravely, greenly, heavenly, honestly, humanly, illustratively, impotently, improvidently, imprudently, impudently, indulgently, inexpediently, inhumanly, inquisitively, instantly, intuitively, jointly, manly, meanly, narratively, negatively, negligently, obediently, patiently, penitently, plainly, potently, radiantly, sensitively, transiently, unfriendly, unmanly, unwomanly, womanly.

Acceptability, angularity, capability, circularity, corporality, corruptibility, destructibility, dexterity, disparity, dissimilarity, divisibility, ductility, expansibility, fallibility, feasibility, fragility, friability, hostility, immobility, incorruptibility, incurability, indissolubility,

indivisibility, infallibility, inflammability, inflexibility, insensibility, invisibility, irresistibility, jocularity, juvenility, mobility, muscularity, mutability, particularity, penetrability, placability, plausibility, potentiality, principality, punctuality, refrangibility, resistibility, risibility, secularity, separability, similarity, speciality, stability, tangibility, temporality, totality, versatility, visibility, volubility, vulgarity.

Apprenticeship, bachelorship, captainship, chancellorship, chaplainship, copartnership, counsellorship, dictatorship, guardianship, ladyship, lieutenantship, partnership, professorship, secretaryship, sergeantship, sheriffship, soldiership, sonship, stewardship, suretyship, surveyorship, survivorship, township, vicarship, wardship, workmanship.

Concave, concede, conceit, conceive, concentrate, conception, concert, conciliate, concise, concoct, concrete, concur, condemn, condense, condign, condition, condole, conduce, confection, confederate, conference, confess, confidence, confine, confirm, conflict, conform, confound, confront, confuse, confute, congenial, congregation, congress, conjecture, conjoin, conjunction, connive, conquer, conquest, conscript, consecrate, consensus, consent, conservative, consider, consign, consist, consonant, conspicuous, constancy, consternation, constitute, construct, consul, consult, consume, contain, contact, contend, contest, continual, contract, contrive, control, convenient, convent, conversation, convex, conviction, convince, convoke, convolve, conclusion.

Combat, combination, combustion, comfort, comfortable, command, commandment, commemoration, commence, commencement, commend, commendation, commensurate, comment, commentary, commit, committee, commodious, commodity, commodore, communal, communication, communion, commutation, compact, companion, company, comparative, comparison, compass, compatibility, compatriot, compeer, compel, compendious, compendium, compensate, compete, competent, competition, competitive, compilation, compiler, complacent, complain, complaint, complement, complete, completion, complexion, compliance, complicate, complicity, comply, component, comport, compose, composition, compositor, compost, composure, compound, comprehensible, comprehensive, compress, compression, comprise, compromise, compulsion, compulsory, compunction, computation, compute, comrade.

Cognati, cognatus, cognizability, cognizable, cognizably, cognizant, cognize, cognizee, cognizor, cognominal, cognovit.

Accommodate, accompany, accomplice, discomfort, discommode, discompose, disconcert, disconsolately, discontinued, encompass, incombustible, incomparable, incompatible, incomplete, incomprehensible, incomprehensive, inconceivable, inconclusive, incongruence, incongruity, inconsiderate, inconsistency, inconsolable, inconstant, inconvenient, inconversant, incumbrance, recognition, recombination,

recombine, recommence, recompense, recompile, recompose, reconcile, recondense, reconduct, reconfirmation, reconjunction, reconquer, reconsecrate, reconsider, reconsideration, reconstruction, reconvene, reconvert, reconvey, uncomfortable, uncommitted, uncommunicated, uncompassionate, uncompelled, uncompressed, uncompromising, uncondemned, uncondensed, unconfessed, unconfirmed, unconformable, unconfutable, uncongealed, uncongenial, unconnected, unconsecrated, unconsoled, unconsolidated, unconstitutional, unconstrained, unconsumed, uncontaminated, uncontented, uncontested, uncontradicted, unconverted.

Counteraction, counteractively, counter-appeal, counter-appellant, counter-attraction, counterbalanced, counter-battery, counter-blast, counterclaim, counterfeiter, counterfeiting, counterfeitly, counterfeitness, counter-irritate, counter-irritation, countermand, countermark, counter-motive, counterpart, counter-plea, counterplead, counterpoised, counterpoising, counter-signal, counter-signature, countersigning, countersink, countersunk, counter-tendency, counter-tenor, countervailing, counterweight.

Contrabandism, contrabandist, contrabassist, contrabasso, contradictable, contradiction, contradictorily, contradictoriness, contradictory, controdistinctive, contradistinguish, contraposition, contrapuntist, contra-tenor, contravention.

Circumambiency, circumambulate, circumambulation, circumferential, circumferentially, circumflexed, circumflexing, circumflexion, circumgyrate, circumgyratory, circumjacence, circumlocutional, circumlocutionary, circumlocutionist, circumnavigable, circumnavigation, circumnavigator, circumscribable, circumscriber, circumscriptive, circumscriptively, circumspection, circumspective, circumspectly, circumspectness, circumstanced, circumstances, circumstantial, circumstantially, circumstantation, circumvallate, circumvent, circumventive, circumventor, circumvolve.

Self-abandonment, self-abasement, self-absorbed, self-accusation, self-accusing, self-adjusting, self-approving, self-assertive, self-assumed, self-binder, self-blinded, self-closing, self-complacency, self-conceit, self-condemnation, self-confident, self-confiding, self-congratulation, self-consciousness, self-considering, self-consistency, self-consistent, self-constituted, self-consuming, self-contained, self-contradiction, self-contradictory, self-convicted, self-culture, self-deceiving, self-deception, self-delusion, self-denyingly, self-dependence, self-destructive, self-devotion, self-disparagement, self-distrust, self-educated, self-examination, self-existent, self-governed, self-government, self-important, self-imposed, self-indulgent, self-interest, selfishness, self-love, self-made, self-opinionated, self-originating, self-perception, self-pity, self-pleasure, self-poised, self-preservation, self-recording, self-registering, self-regulating, self-reliance, self-renunciation, self-repression, self-reproach, self-reproof, self-restrained, self-righteous-

ness, self-sacrifice, self-seeker, self-support, self-sustaining, self-styled, self-taught, self-torture, self-willed.

Interact, interaction, interactive, interblend, interbreed, interceder, intercept, interception, intercessor, intercolonial, intercommunicability, intercommunicable, intercommunicate, intercommunication, intercommunity, intercomplexity, interconnect, intercontinental, interconvertible, interdependence, interdependent, interdict, interdictive, interfere, interferer, interferingly, interjacent, interjoin, interjunction, interlace, interlacing, interlard, interleave, interline, interlinear, interlinearly, interlineation, interlink, interlock, interlocutor, interlocutory, interlude, intermarriage, intermarry, intermeddle, intermeddler, intermeddlesome, intermedial, intermediary, intermediately, intermediation, intermediator, intermingle, intermission, intermissive, intermit, intermittently, intermixture, international, internationally, internecine, interpage, interpellate, interpellation, interpenetrate, interpenetration, interpenetrative, interplay, interposed, interposer, interposition, interpretable, interpretation, interpretative, interpretatively, interpreter, interregnum, interrogate, interrogator, interrogatory, interrupted, interruptedly, interrupter, interruption, interruptive, interruptively, intersection, intersectional, interspace, interspersion, interstellar, interstice, interstitial, intertribal, intertwine, intertwist, intervention, interviewer, interviewing, interweave.

THE REPORTING STYLE.

209. The Corresponding Style.—The present work treats especially of the "corresponding style" of phonography; that is, phonography in its full and complete form, which, being an exact and compendious system of representing the language, is best adapted to the purposes of letter-writing and, indeed, to meeting all the emergencies in which longhand is usually employed. It may with perfect legibility be written three times as rapidly as longhand, every word being written in full with the exception of less than two hundred, which, on account of their frequent recurrence, are represented by abbreviated forms called logograms.

210. The Easy Reporting Style.—In the remaining pages of this book those principles of abbreviation according to which phonography is adapted to the uses of verbatim reporting will be so far explained and illustrated as to enable the learner to write what may be termed the "easy reporting style," by the practise of which he may readily increase his speed to from four to five times that of longhand—a speed quite sufficient to meet all the demands usually made upon the business amanuensis or phonographic clerk—and at the same time obtain an easy introduction to the study of reporting as an art, for the complete development of which he is referred to the *Reporter's Companion*.

211. Principles of Abbreviation.—The two broad principles of abbreviation applied to the corresponding style in order to adapt it to the uses of the reporter are (*a*) *omission*—which includes omission of vowels, of consonants and of entire words—and (*b*) *phrase-writing*.

212. Omission of Vowels.—While there is no difficulty in appreciating the immense saving of time gained by the reporter through the extensive omission of vowels, it may nevertheless seem to the beginner that by such omission his phonographic notes will be rendered almost absolutely illegible. The fact is, however, that with very little practise he will become able to read a remarkably large proportion of words from their mere consonant outlines. Indeed he does this in reading vocalized phonography, for as soon as he becomes well ac-

quainted with the form of many words he reads them *by the outline*, paying little attention to most of the vowels, which he finds comparatively useless.

213. Vowels Retained in Certain Cases.—It is true, however, that many words *do* lose legibility to a greater or less extent through the omission of their vowels, and the learner should *not at first* leave out any initial or final vowel the presence of which is not indicated by the manner of writing the adjacent consonant, though in time he will be able to dispense with even some of these vowels without decreasing the legibility of his notes. Neither should he omit the vowels in writing proper names and strange and unusual words. The vowels should also be inserted in writing detached words, since the legibility of an unvocalized phonographic outline is largely derived from its *context*—that is to say, the word for which the outline *does* stand must often be selected from among those for which it *might* stand by referring to the words with which it is associated and with which it must "make sense."

214. Position-writing.—The chief means of correcting the illegibility which results from the omission of vowels is the device known as *position-writing*. Any phonographic stroke, either simple or with appendages, may be written in three positions with reference to the line of writing. When double-ruled paper is used, (see par. 202) the positions are: For full-length upright and slanting strokes:

1st position: through the upper line, which cuts the stroke at its middle point.

2d position: between (and touching both) the lines.

3d position: through the lower line, which cuts the stroke at its middle point.

For horizontal and half-length strokes and vowel-signs:

1st position: immediately below (and touching) the upper line.

2d position: resting on the lower line.

3d position: below the lower line (half-length upright and slanting strokes touching it, and all horizontals half the length of a stroke below it).

When single-ruled paper is used, the strokes are written in precisely the same relative position to the one line as they are to the lower or base line of double-ruled paper. A double-length curve, to be written in a

given position, must be begun at the same point as the corresponding single-length curve in the same position, and the additional length carried on in the direction of writing. An outline made up of two or more strokes, to be written in a given position, is so placed that its first upright or slanting stroke shall occupy that position. If the outline is composed entirely of horizontal strokes its position is, of course, determined by that of its first stroke.

215. How Position-writing is Employed.—By writing the outline of any word in one of the three positions, the place of the *accented* vowel of the word is indicated. When the outline is written in the first position it indicates that the accented vowel of the word is a first-place vowel, and so on.

216. What Outlines Should be Written in Position.—It is by no means necessary to write all outlines in position, for the longer an outline is, the greater the certainty with which it may be read without its vowels and without the aid to reading given by position-writing. As a rule, all words are written in position whose outlines consist (*a*) of but one stroke, whether with or without appendages, and whether modified or unmodified by halving or doubling, or (*b*) of two unmodified strokes without appendages. Derivative words, moreover, should be written in the position of those primitives from which they are immediately taken. As to longer outlines, it is never necessary to write them in position except for the purpose of distinguishing certain clashing words written with the same outline, as *prominent* may be distinguished from *permanent* by writing the former in the first and the latter in the second position.

217. Other Means of Distinguishing "Clashing" Words.—Clashing words may sometimes be distinguished more conveniently than by position-writing, (*a*) by varying their consonant outlines—as *pure* may be distinguished from *poor* by irregularly writing the former with *ray*—and (*b*) by inserting distinctive vowels—as *voracity* is distinguished from *veracity* by inserting the vowel *o* in the former.

218. Omission of Consonants.—Contractions.—Since the reporter on account of the extensive omission of vowels must depend chiefly upon the consonants for the reading of his notes, it is evident that consonants cannot be omitted to any great extent in the reporting style. Nevertheless, abbreviated forms are employed for certain very frequently-recurring words, and, furthermore, certain words of

less frequent recurrence may be usefully abbreviated by the omission of the most inconvenient portion of the outline provided a distinctive and characteristic form remains. A table of the most useful contractions is given on page 178, which, as well as the reporting logograms, should be thoroughly learned by frequent copying and re-copying and also by the writing of short sentences of the student's own devising, which sentences shall contain these words.

219. Phrase-writing.—The table on page 179 gives a list of the most useful phrases. Phrases, it will be observed, consist of single outlines for the expression of two or more words. Those given may be taken as models upon which the student may form others of a like character. The student should increase his phrase-list, however, rather by the adoption of forms seen in printed phonography than by seeking to devise phrases for himself; for he should know beforehand that out of many phrases which he may so devise but few will be of actual service to him in rapid writing, while others may even become a serious hindrance. No phrase should be written unless the words composing it are naturally connected with each other in a logical and grammatical relation, nor unless the several outlines join readily. Neither should any phrase be written which is difficult or awkward on account of its length.

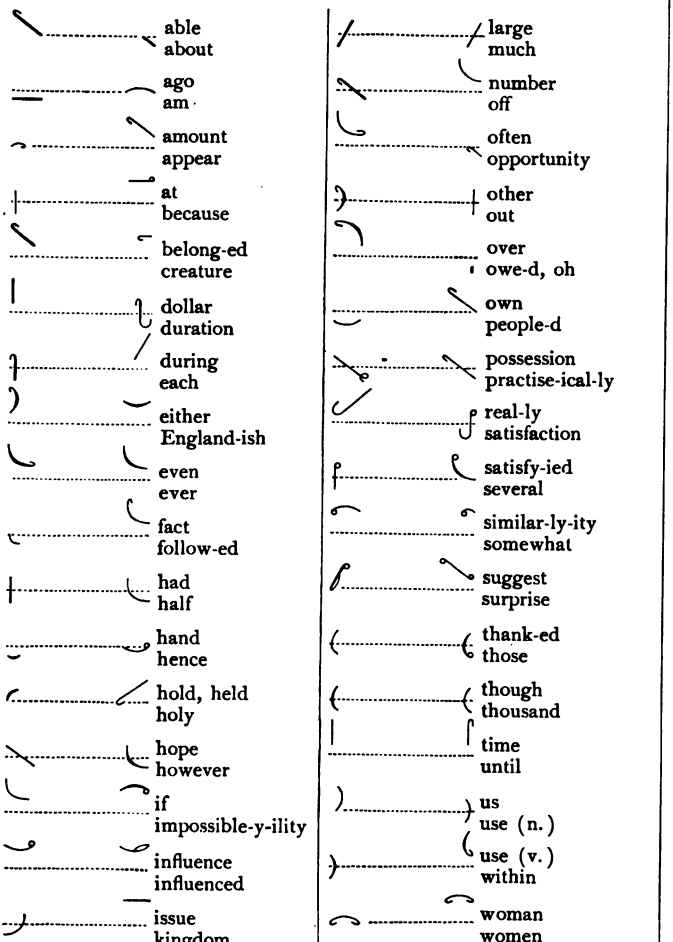
220. "I" and "He" in Phrases.—When the word *I* begins a phrase it may with perfect legibility be expressed by either one of the two strokes which form the sign ν. When the first stroke is used it must always be struck downward, and when the second stroke, it must always be struck upward. When *he* occurs anywhere in a phrase but at its beginning the tick may be written either up or down according to convenience.

221. Position of Phrases.—Most phrases have their position determined by that of their first word; that is to say, the first word of a phrase is generally written in its own position, and the word or words which follow accommodate themselves to it. Occasionally, however, legibility demands that the first word adapt itself to the position of a following word, as in the phrases *of these*, *of those*. See page 179. When a phrase begins with either of the words *is*, *as*, *his*, *has*, *he*, the circle or tick-*h* accommodates itself to the position of the word that follows.

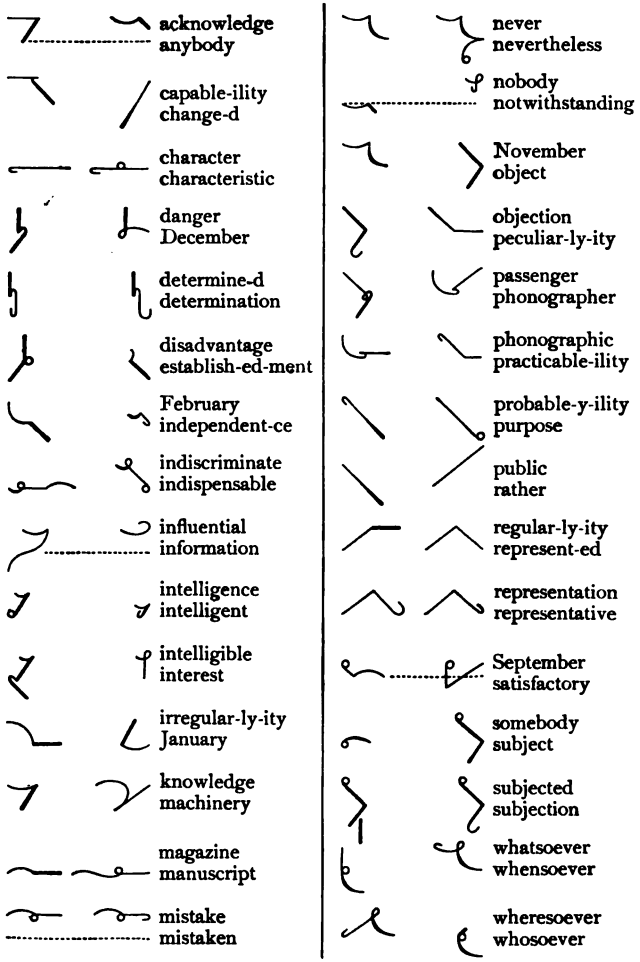
222. Omission of Words.—The connective phrase *of the* is omitted when the words between which it occurs can be written close to each other. If, however, one of them is a vowel logogram the phrase > must be written.

223. Preparation for Amanuensis Work.—The student whose immediate object is to fit himself to do the work of a business amanuensis should now turn back to page 112 and rewrite in the reporting style the entire body of exercises beginning on that page and ending on page 171, omitting all vowels except such as in paragraph 213 are directed to be retained, and placing in position all words which fall under the rules of position-writing as given in paragraph 216. Special attention should be paid to the dictation exercises and each one should be written and rewritten from dictation till the learner feels no hesitation in placing each word on paper as soon as it is heard. The words and phrases on pages 177, 178, 179 and 180 should then be written very many times so as to thoroughly memorize each, after which the learner should take up dictation practise on new matter selected from a great variety of sources, and especially on model business letters which may be found in the books of "Business Letters," published by the Phonographic Institute Company. A few weeks of faithful practise for several hours daily will give the learner sufficient speed for all the requirements of ordinary business dictation. If, however, he is ambitious to fit himself to fill the more difficult and, therefore, the more lucrative positions of this kind, and especially if he desires to develop that degree of skill demanded for court and legislative reporting, he is urged to take up the study of the *Reporter's Companion*, which will lead him to the briefest and most legible style of writing used by practical reporters.

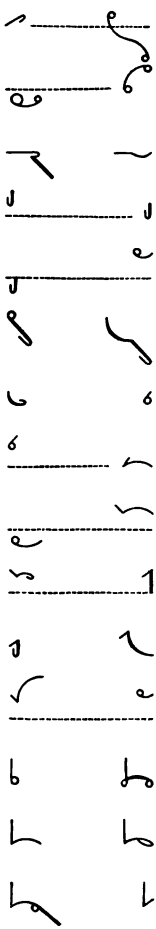
REPORTING LOGOGRAMS.



CONTRACTIONS.



PHRASES.



are not
as far as

as soon as
as well as

can be
could not

did not
do not

had not
has not

has been
have been

have not
he has

he is
he may

his own
I am-may

I am (may) not
I do

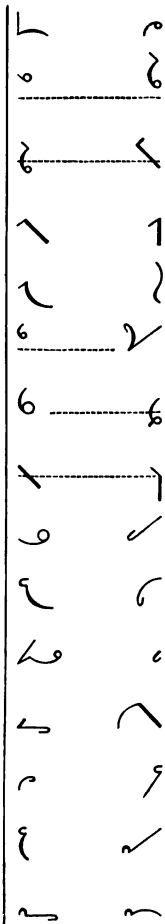
I do not
I have

I will
is not

it is
it is impossible

it may
it must

it must be
it should



it may be
let us

of his
of these

of those
ought to be

should be
should do

should have
so that

that is
there are

this is
those who

to be
to do

United States
we are

we have
we will

which he knows
who have

who can
will be

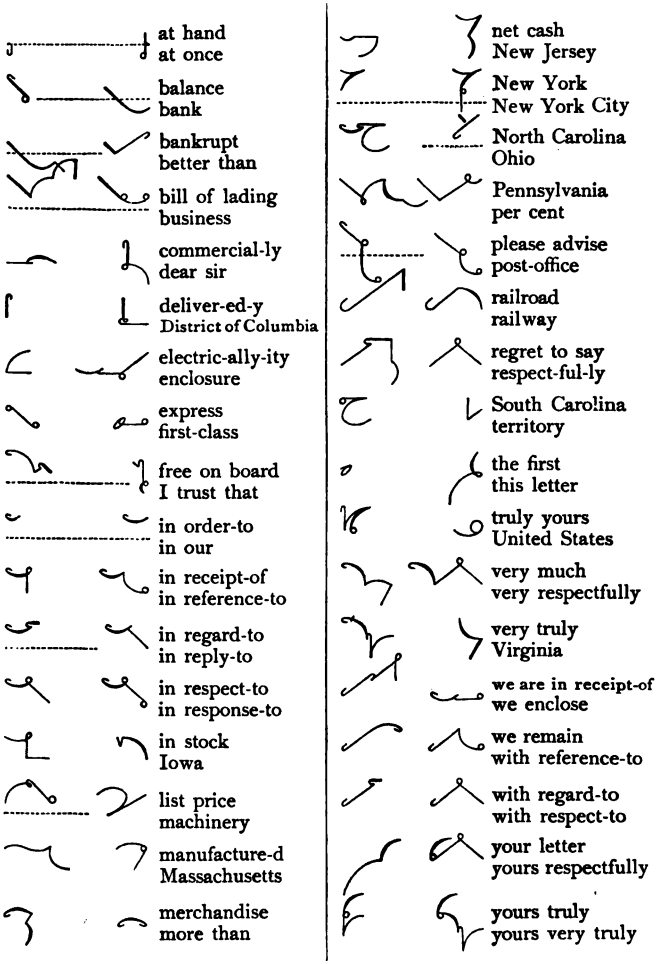
will not
with which

with them
you are

you can
you may

WORDS, CONTRACTIONS and PHRASES.

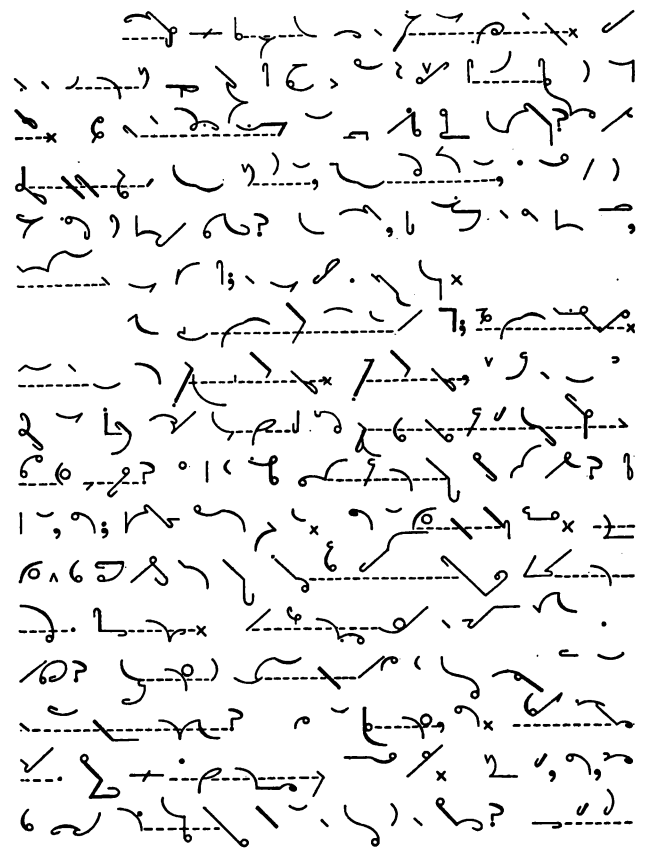
FOR BUSINESS AMANUENSES.



EXERCISES IN THE EASY REPORTING STYLE.

Speech of Patrick Henry.

DELIVERED MARCH 28, 1775, BEFORE THE VIRGINIA CONVENTION OF DELEGATES.



KEY.

Speech of Patrick Henry.

MR. PRESIDENT: It is natural for man to indulge in the illusions of hope. We are apt to shut our eyes against a painful truth and listen to the song of that siren till she transforms us into beasts. Is this the part of wise men engaged in a great and arduous struggle for liberty? Are we disposed to be of the number of those who having eyes see not, and having ears hear not, the things which so nearly concern their temporal salvation? For my part, whatever anguish of spirit it may cost, I am willing to know the whole truth; to know the worst and to provide for it.

I have but one lamp by which my feet are guided; and that is the lamp of experience. I know of no way of judging of the future but by the past. And judging by the past, I wish to know what there has been in the conduct of the British ministry for the last ten years to justify those hopes with which gentlemen have been pleased to solace themselves and the house. Is it that insidious smile with which our petition has been lately received? Trust it not, sir; it will prove a snare to your feet. Suffer not yourselves to be betrayed with a kiss. Ask yourselves how this gracious reception of our petition comports with these warlike preparations which cover our waters and darken our land. Are fleets and armies necessary to a work of love and reconciliation? Have we shown ourselves so unwilling to be reconciled that force must be called in to win back our love? Let us not deceive ourselves, sir. These are the implements of war and subjugation—the last arguments to which kings resort. I ask gentlemen, sir, what means this martial array if its purpose be not to force us to submission? Can gentlemen assign any other possible motive for it? Has Great Britain any enemy in this quarter of the world, to call for all this accumulation of navies and armies? No, sir, she has none. They are meant for us; they can be meant for no other. They are sent over to bind and rivet upon us those chains which the British ministry have been so long forging. And what have we to oppose to

them? Shall we try argument? Sir, we have been trying that for the last ten years. Have we anything new to offer on the subject? Nothing. We have held the subject up in every light of which it is capable; but it has been all in vain. Shall we resort to entreaty and humble supplication? What terms shall we find which have not been already exhausted? Let us not, I beseech you, sir, deceive ourselves longer. Sir, we have done everything that could be done to avert the storm which is now coming on. We have petitioned; we have remonstrated; we have supplicated; we have prostrated ourselves before the throne and have implored its interposition to arrest the tyrannical hands of the ministry and parliament. Our petitions have been slighted; our remonstrances have produced additional violence and insult; our supplications have been disregarded and we have been spurned with contempt from the foot of the throne. In vain, after these things, may we indulge the fond hope of peace and reconciliation. There is no longer any room for hope. If we wish to be free—if we mean to preserve inviolate those inestimable privileges for which we have been so long contending—if we mean not basely to abandon the noble struggle in which we have been so long engaged and which we have pledged ourselves never to abandon until the glorious object of our contest shall be obtained, we must fight! I repeat it, sir, we must fight! An appeal to arms and to the God of hosts is all that is left us!

They tell us, sir, that we are weak; unable to cope with so formidable an adversary. But when shall we be stronger? Will it be the next week, or the next year? Will it be when we are totally disarmed and when a British guard shall be stationed in every house? Shall we gather strength by irresolution and inaction? Shall we acquire the means of effectual resistance by lying supinely on our backs and hugging the delusive phantom of hope until our enemies shall have bound us hand and foot? Sir, we are not weak if we make a proper use of those means which the God of nature hath placed in our power. Three millons of people, armed in the holy cause of liberty, and in such a country as that which we possess, are invincible by any force which our enemy can send against us. Besides, sir, we shall not fight our battles alone. There is a just God who presides over the destinies of nations and who will raise up friends to fight our battles for us.

The battle, sir, is not to the strong alone; it is to the vigilant, the active, the brave. Besides, sir, we have no election. If we were base enough to desire it, it is now too late to retire from the contest. There is no retreat but in submission and slavery! Our chains are forged! Their clanking may be heard on the plains of Boston! The war is inevitable—and let it come! I repeat it, sir, let it come!

It is in vain, sir, to extenuate the matter. Gentlemen may cry peace, peace—but there is no peace. The war is actually begun! The next gale that sweeps from the north will bring to our ears the clash of resounding arms! Our brethren are already in the field! Why stand we here idle? What is it that gentlemen wish? What would they have? Is life so dear, or peace so sweet, as to be purchased at the price of chains and slavery? Forbid it, almighty God! I know not what course others may take, but as for me, give me liberty, or give me death!

Business Letters.

I.

LA CROSSE LUMBER CO.,

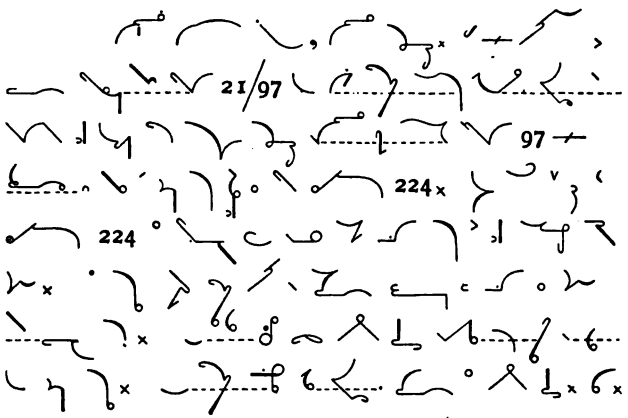
LA CROSSE, WIS.

Gentlemen: Referring to the claim presented by you April 21, 1897, for alleged overcharge in weight on various shipments of pulp wood forwarded from Waterloo, Wis., to La Crosse, during the month of April, 1897: These claims you base on estimated weight of this wood as per circular No. 224. For your information I would say that circular No. 224 is applicable only to cases in which the actual weight of the wood in question cannot be ascertained. The weights upon which the freight charges referred to in your claim were collected were actual as ascertained by careful weighing. Under these circumstances we must respectfully decline to reduce our charges to those for estimated weights. No overcharge exists on this shipment and your claim is respectfully declined.

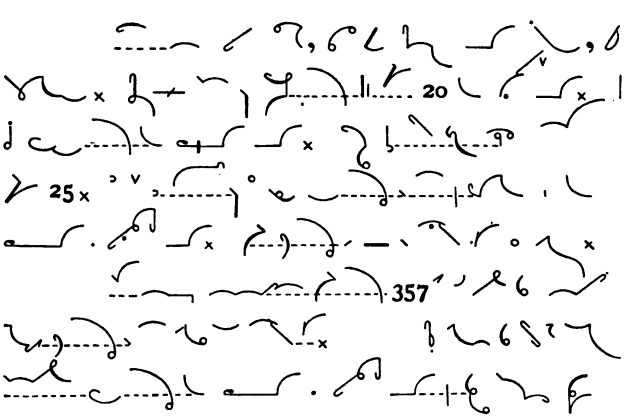
Yours,

Business Letters.

1



2



2.

MR. M. H. SMITH,
SALES AGENT TRIUMPH COAL CO.,
CHESTER, PA.

Dear Sir: I am to-day in receipt of your order dated July 20, for Lehigh coal. It contains only one order for Schuylkill coal. From this it would appear that you have misconstrued my letter of July 25. What I would like you to do is to send no orders to me at Philadelphia but for Schuylkill and Hazleton coal. All your other orders should go to Maple Hill as heretofore.

I will make a memorandum of your order No. 357 on the sheet received this morning and forward the other orders to my office in Maple Hill.

Trusting I have made this plain and that in future I may receive only orders for Schuylkill and Hazleton coal at this office, I remain

Yours truly.

APPENDIX A.

SPEECH.

1. SPEECH, physiologically considered, is the result of the joined operation of the vocal and articulating organisms upon the current of expired breath.

2. Underlying both these organisms, and essential to both, are the lungs, which, with reference to speech, simply perform the office of a pair of bellows, drawing in and expelling the air. It is the return current of air, which, having become vitiated in the process of oxygenating the blood, is expelled preparatory to taking in a fresh supply, that forms the *material* basis of speech.

3. THE VOCAL ORGANISM consists of the trachea, the larynx, and the pharynx. The first of these (often called the wind-pipe) is the air-tube which forms the direct avenue through which air enters and leaves the lungs. At its upper extremity it widens into a pear-shaped box of cartilage called the larynx, which is situated in the fore part of the neck above the trachea and below the base of the tongue. The larynx is formed of several thin plates of cartilage articulating upon each other, which are so provided with muscles as to be capable of considerable variation in their relative position. Within the larynx, and stretched across it from back to front, are the two vocal cords or ligaments. The edges of these two ligaments, when stretched by the muscular action of the larynx, are parallel and nearly or quite in contact, forming an elastic, membraneous diaphragm or partition in the air passage at this point. The slit or opening between the vocal ligaments is called the glottis. The production of high or low sounds depends upon the tension of the vocal ligaments, and, perhaps to some extent, upon some modification in the shape of the larynx and in the length of the trachea. When the vocal ligaments are tightened and the edges brought nearly or quite in contact, expired breath can not pass through without causing a vibration, thereby producing a sound, the pitch of which, as

before said, depends upon the tension of the ligaments. The pharynx is a muscular and membraneous passage which connects the cavity of the mouth with the larynx and esophagus (or gullet) below and with the nasal passage above. Though not strictly employed in the production of sound it aids by its resonance in intensifying the vibrations of the vocal ligaments.

4. THE ARTICULATING ORGANISM is peculiar to man, in whom alone of all the animal creation it is found in any considerable perfection. It consists of two groups of organs. Those of one group—the Hard Palate and the Teeth—are fixed and unchangeable in shape; those of the second group—the Lips, Tongue and Soft Palate—are soft and flexible, and may, therefore, change their shape and relative position, adapting themselves to the fixed organs and to each other in various ways. The great variety of positions assumed by these organs, forms a chain of contacts running from the lips—the most external—to the soft palate—the most internal; and thus a corresponding variety of modifications may be given to the expired breath.

5. A correct physiological classification of the elements of speech can be obtained only by considering the sounds in relation to these two organisms. If a sound of speech be considered with referenee to the vocal organism it will be found to be either (*a*) *voiced* or (*b*) *whispered*—that is to say, it is produced either (*a*) with a vibration of the vocal cords, or else (*b*) without such a vibration. If it be considered with reference to the articulating organism, it will be found to be either (1) *obstructed* or (2) *unobstructed*—that is, in its production (1) there exists a contact between certain of the articulating organs, or (2) there is no such contact. It is evident, furthermore, that while a given sound belongs to a certain class (*a* or *b*), with reference to the vocal organism, it may belong to either class (1 or 2), with reference to the articulating organism; and thus, of necessity, we have the four grand divisions of the elements of speech, as follows:

a 1. Sounds that are voiced and obstructed (sonants).
a 2. Sounds that are voiced and unobstructed (vowels).
b 1. Sounds that are whispered and obstructed (surds).
b 2. Sounds that are whispered and unobstructed (aspirates).

6. A careful study of the diagram on page 192 will assist the student to understand this classification, and, at the same time, indicate what particular sounds belong to each class. On the line joining the words "voiced" and "obstructed," the *sonants* are arranged, according to the order of their formation, along the line of articulations running from the lips to the soft palate; and the *vowels*, *surds*, and *aspirates* are similarly arranged upon their respective lines. With respect to length, sounds may be either short (abrupt), or long (continuous), and in the diagram the short sounds are uniformly placed immediately above the line and the long sounds immediately below it. The medial quality of the vowel à is indicated by its being placed exactly on the line. The Nasal Continuants, *m*, *n*, and *ng* are indicated in italic type, and the Liquids *l* and *r* in a heavy-faced letter. The diacritical marks placed to the vowels and aspirates are those employed in Webster's International Dictionary, as follows:

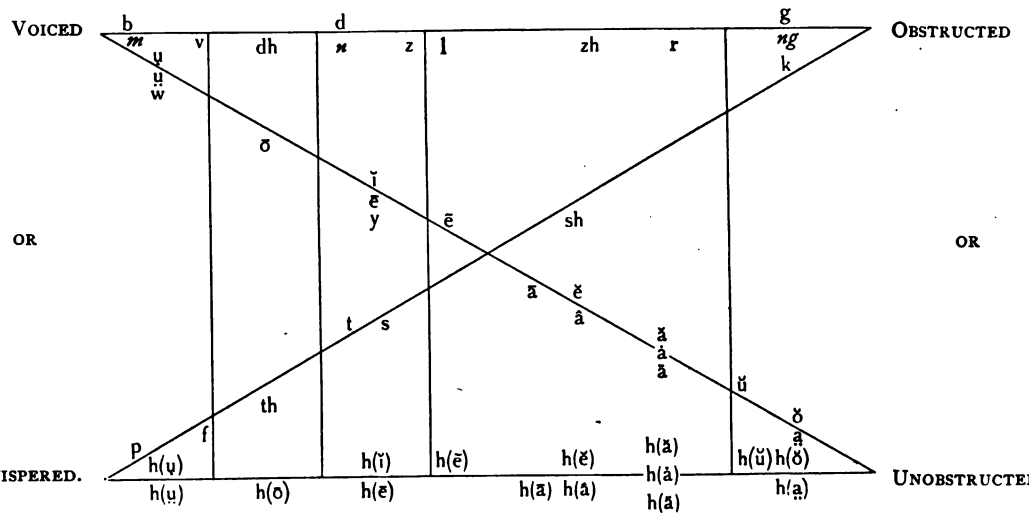
ā	heard in	āle.	ē heard in ērmine.
ă	"	" ădd.	ī " " īll.
â	"	" âir.	ō " " ōld.
ä	"	" ärm.	ŏ " " ŏdd.
à	"	" àsk.	o͝o " " ro͝ode.
a̲	"	" a̲ll.	o͝o " " o͝os.
e	"	" ēve.	o͝o " " po͝ot.
è	"	" ĕnd.	

A Classification of the Elementary Sounds of the English Language.

THE SOUNDS OF SPEECH ARE

1st, Modified or obstructed by the 2d,

Lips. *Teeth.* *Gums.* *Hard Palate.* *S. Palate.*



APPENDIX B.

A SCHEME OF PHONOGRAPHIC NOTATION BY MEANS OF COMMON TYPES.

The following plan for indicating the construction and vocalization of phonographic outlines by means of common types was first printed in the *Phonographic Magazine* for June 1, 1895. It is built mainly upon a scheme of characteristics, as follows:

CAPITALS are the characteristic representatives of strokes.

ROMAN CAPITALS are the characteristic representatives of of downward and horizontal strokes:

P, B, T, D, Ch, J, K, G, F, V, Th, Dh, S, Z, Sh, Zh, L, R, M, N, Ng, W, Y, Mp.

ITALIC CAPITALS are the characteristic representatives of upward strokes:

Sh, L, R, H.

SMALL CAPITALS are the characteristic representatives of modifications by halving and doubling:

T, D; THR, DHR, TR, DR, KR, GR, R.

Lower-case letters are the characteristic representatives of appendages and vowels.

Roman lower-case are the characteristic representatives of circles:

s; z; ss; sz; zs; zz; ss,z; sz,z; zs, z; zz, z.

Italic lower case are the characteristic representatives of hooks and loops:

l, r, w, hw, n, f, v, shn, zhn; st, zd, str.

Diacritical vowel-signs are the characteristic representatives of the vowels:

ē ā ă ą ō ų

ī ĕ ă ŏ ū ų

and, with lower-case w and y, of the coalescents:

wē	wā	wă	wą	wō	wų
wī	wĕ	wă	wŏ	wū	wų
yē	yā	yă	yą	yō	yų
yī	yĕ	yă	yŏ	yū	yų

Grouped vowel-signs, without diacritics, are the characteristic representatives of the diphthongs:

ai, oi, au, (wai).

Dissyllabic diphthongs are indicated by the sign ∧ between the component vowels:

ē∧ū, ā∧ū, ă∧ū, ą∧ū, ō∧ū, ų∧ū.

ai∧ū, oi∧ū, au∧ū.

wē∧ū, etc.; yē∧ū, etc.

Special representation—

tick-*h*: Roman lower-case h.

dot-*h*: Roman lower-case heavy face **h.**

large *w*-hook: lower-case heavy face *italic* ***w.***

Suffixes are spelled out and separated from the stem by an inverted period; thus, "contain" is written con·T*n*.

Disjunction or the breaking of an outline is indicated by × between the parts; thus, "freighted" is written F*r*T×D.

Joining of a diphthong or coalescent to an outline is indicated by +, as "idea," ai+Dē∧ū.

The use of the phonographic hyphen is indicated by = between the parts; thus, "story-teller" is written *st*R=T*l*R.

Vowel and tick wordsigns are spelled out; as, I, of, you, he.

Proximity is indicated by ⁀ between the outlines; thus, "wonder of the world" is written *w*NDR⁀*w*RD.

Position is indicated by a superior figure ¹ or ³, placed immediately after the capital letter which stands for the positioned stroke. When no figure appears the outline is in the second position, or on the line.

Phrasing is indicated by connecting the words with hyphens. Thus, "in-the" is written N¹-the.

The first sentence on page 93 is represented as follows:

MaiK*l* ShųPāK, a swIS DōKT*r* of sē*L*ēB*r*ĪTI N¹-the *Lăst* sēNT-yų*R*I, Z ąFē*n* VIzITĕD Bai PēP*l* of DI*st*INg*shn* and-Fą*R*TyųN.

The first two sentences on page 181 are represented as follows:

M¹*r*-P*r*zD*n*T—T-z N³TL F M*n* to INDLJ N¹-the I*L*³*zhnz* of P³. *wR* ăPr to ShT R³ ai+Z G*nst*-a P*n*FL T*r* and-LsN to-the sNg¹ of-DhT sai*Rn* T*l* Sh¹ T*r*sFRMz S NT B¹*st*s.

APPENDIX C.

THE EXTENDED ALPHABET.

1. For the representation of foreign sounds not heard in English, and for a more exact representation of English than is given in ordinary phonography, an extended alphabet is required and is here presented.

2. The twelve-vowel scale does not provide distinctive signs for the vowels heard in *earth*, *air* and *ask*. These are given in the following table, numbered 1, 2 and 9.

3. The remaining signs in the table are for the representation of sounds foreign to the English language. They are, of course, useful only to those persons who have "a speaking acquaintance" with the language represented.

			Long Vowels.				*Short Vowels.*
1	e		earth (Eng.), le (Fr.)	7	i		ici (French)
2	è		frère (Fr.), air (Eng.)	8	é		été (French)
3	â		pâte (French)	9	a		patte (Fr.), ask (E.)
4	ü		grün (Ger.), lune (Fr.)	10	ü		Fülle (German)
5	ö		bös (German)	11	ö		Böcke (German)
6	ä		Aehre (German)	12	ä		Männer (German)

			Nasal Vowels (French).				*Consonants.*
13	in		fin.	18	ch		ich (Ger.) loch (Sc.)
14	en		en danse.	19	gh		einige (German)
15	on		bon	20	ll		Llanelly (Welsh)
16	un		brun	21	r		amor (Italian)
17	ien		Jullien				

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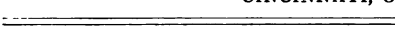
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Graham, 363 teachers, 16.8 %.
Munson, 228 teachers, 10.6 %.
Cross, 185 teachers, 8.6 %.
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Longley, 52 teachers, 2.4 %.
McKee, 36 teachers, 1.6 %.
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